G. R. S. 58]

Previous references.

E. A. 36-14, Th 1243

1916.

(E. A. G.)

Preserved

File No. 77

Serial Nos. 1

Later references.

E A G 152.

E. A. G. 222.

SCANNED

Preserve

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1

Part B for June 1916.

SUBJECT.

The Disposal Number System of Correspondence & Record Arrangement

G. O. No 77 - E. A. G. dated 17. 5. 1916.

Directs the introduction of Disposal Number System in the offices of the Rev. Commr. and Dy. Commrs of Districts.

To
The Rev. Commr.
Other Heads of Depts
Dy Commrs of Dts
Supt. Govt Stationery.

GPB—10,000—23-3-15

Newton
9.6.7.16.

2

G.R.S. 11]

191 .

GENERAL AND REVENUE SECRETARIAT.

(G.A.G.)

NOTES.

File No. 77

FILE HEADING.

Disposal Number System

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

GPB—35,000--15-6-12

P.T.O.

Serial No.

Ins 20.306/Ent
8-5-15

The general features of the Disposal Number System have been explained in a former note.

During my recent deputation to Madras and Mangalore, I had an opportunity of seeing the syst in actual working and the result has been to confi the opinion that the system is well suited to the requirements of our offices, large and small. In the first few paragraphs of the accompanying rules I have attempted to show how the Disposal Number System avoids some of the most troublesome defects of our existing practice. It does not of course dispense with the necessity of supervision on the part of higher officers (no system can do that) but it makes the exercise of such supervision easy and efficacious. It is also calculated to afford considerable relief to clerks by its simplicity and the facilities it gives for referencing.

2. Instead of presenting the result of my study in the form of a report, I have, as directed, drafte rules which might be prescribed, should the adoptio of the Disposal Number System be decided upon. The rules are mostly taken from the standing orders of the Board of Revenue, but I have not hesitated to depart from them where such departure appear necessary.

NOTE—Contn. sheet.

Serial No.

3. The chief innovation is a disposal list for C papers, i.e., papers of a routine character. The absence of such a list appears to me a defect in the Madras system according to which every paper however trivial, if it be an issue, should be preserved for 10 years and elaborately recorded. (Rule 47).

4. The disposal list C series also serves to keep better control over what are called lodged papers than is secured under the Madras System.

5. In the manner of writing up the Current Register, alternative methods are suggested, one of which ensures a daily record of receipts being kept as at present (Note to Rule 22)

6. A stock list and ledger of registers and the ~~rules~~ generally rules about the maintenance of registers have been suggested by the rules in Bengal. (Rule 61 et seq)

7. I have attempted to make the rules as far as possible complete, but in the course of working several details will doubtless arise for settlement, especially on points about which it is not possible

Serial No.

possible to lay down any instructions applicable to all offices.

The Disposal Number System institutes one change of importance to which it is necessary to draw attention. It requires that final orders should not be sent in original but that office copies thereof should be kept in every case. This is a familiar procedure in English correspondence but it constitutes a distinct change so far as Kannada correspondence is concerned. It does not however involve an increase of scriptory labour as the maintenance of an office copy dispenses with such a copy being made in the registers as at present. So far as intermediate correspondence is concerned, there is no restriction on communications being sent in original.

N Nagaraja Rao
27/4

Secretary.

Please indicate categorically what steps are in your opinion necessary to give a practical trial to the scheme.

Dewey
5/5

1) The rules may be issued for adoption in the offices of Heads of Depts and Dy. commrs. Army Reforms, the only office as regards which the

NOTE—Contn. sheet.

5 6

Serial No.

The suitability of the rules may come of any question are the comptroller's office and the chief court. But then the rules need not be applied to vouchers in the one case and to case files in the other.

11 If it be considered inadvisable to make a commencement on such an extended scale as that proposed, the offices of three heads of Depts namely Revenue, Military, and Medical and two District offices namely those at Bangalore and at Shimoga may be taken up for the present.

12 In order to introduce the system properly it will be necessary to explain it personally to the clerks of the offices concerned. A Deputy Collector was placed on special duty for this purpose in Madras. Here if the suggestion be acceptable, I may undertake the work and train up one of the Bonnech clerks to assist me.

7 Lay E.

13 The printing of the forms is a small matter and can be easily arranged, but it is an essential preliminary to the work being started

See

MM 7/5/15

GPB—25,000—2-11-14

G. R. S. 12]

General and Revenue Secretariat.

File No. 3677 of 1914.

Serial No.

14 Mr Madhava Rao's note is full. I generally agree with his views. It seems to me however, that Dy Commrs & certain Select Heads of Dept may be consulted in regard to the Disposal number System as outlined in Mr Madhava Rao's Note.

15 The note may be printed and copies sent to the officers for opinion.

16 This course may be approved.

Dewan

Dewan Bahadur
9/5

7216
10-5-15

17 As far as I can judge from a cursory perusal, this system of registering and filing requires more intelligence than the clerks who are entrusted with this work usually possess. Can the Assist. Secy make up 2 or 3 illustrative entries to be made in registers in English and Kanarese? If they are also printed with the draft rules, we may expect to get better formed & perhaps more favourable opinions.

14/5/15

14/5/15

NOTE—Contn. sheet.

GPB—25,000—2-11-14

G. R. S. 12]

General and Revenue Secretariat.

File No. 3677 of 1914.

T 8

Serial No.

18 Forms with illustrative entries are submitted as per direction in para. 1

19 Though the rules may at first sight appear somewhat elaborate, it is submitted that this is largely due to the phraseology that had to be employed to ensure precision (e.g current, reference, disposal, lost etc) and to the minuteness of detail with which it was necessary to describe even familiar processes of official business, in order to guard against misunderstanding ~~[illegible]~~ and debiation. The system itself, I beg to add, is simple, and in some respects (e.g record arrangement) simpler than the present system.

20 The sample forms show entries in English only. Kannada entries would be precisely similar. It is suggested however that the registers may be kept in English ~~only~~ whatever the language of the correspondence may be. And since the proposal is to confine the adoption of the system to the larger offices, for the present, it is conceived that no difficulty is likely to be felt

NOTE—Contn. sheet.

GPB--25,000--2-11-14

G. R. S. 12]

General and Revenue Secretariat.

File No. 3577 of 1914.

Serial No.

on this account. Registration in Kannada has already disappeared, with quite inconsiderable exceptions, in the offices of Heads of Depts, and may with advantage be discontinued in District offices also. This of course will not affect the free use of Kannada as the language of correspondence, as opposed to registry.

NM 26/5

Secretary)

21

Illustrative Subs are sub° for Kind perusal and further instructions.

Dewan)

Dewan 28/5

NM 29/5

May be printed with the Illus & circulated for opinions to all HDs of Depts & Drs & other Dept Offs.

(Early reply to be asked for)

28/5/15 — vers sent Dawn 29/5

Please send the rules & forms for print to-day and resubmit file with a draft circular.

NM 29/5

~~Papers returned to Secy~~

7554
28.5.15

NM 31/5/15

NOTE—Contn. sheet.

GPB—25,000—2-11-14

G. R. S. 12]

General and Revenue Secretariat.

E M File No. 3677 of 1914.

9 10

Serial No.

Submitted with a Dmt. circular. The proof has been received from the Press.

MW 10/6/15

Please send a typed draft. The proof may be corrected and sent to Press early with an order for 200 copies

MW 11/6

Issue being attended to

Typed draft ordered.

MW 11/6.

For approval

MW 11/6

Seen

Approved 14/6

Issue early

MW 14/6

4 Cir: memo No: 875-920/G.A. dt 22-6-1915 forwarding a copy of the draft set of rules re disposal No: system of correspondence and record arrangement to Hds of Dept and by Comrs of Divs: and inviting their opinion

5. From the Comptr. R.W. & Ry Branch. Letter No: 573/E46 dt 19-7-1915. Stating that the system is worth adoption in offices, the bulk of whose work consists of correspondence and that it is not needed for his office which deals with audit work and has already

NOTE—Contn. sheet.

General and Revenue Secretariat.

File No. 2677 of 1916.

Serial No.

a system of its non working satisfactorily

6. Letter No: 793 of 23.7.15 from the Offg. Ch: Commr: Mysore State Troops stating that the system which is elaborate requiring intelligent clerks to work it cannot make headway in his office and it is unsuited to subordinate regimental offices.

7. Dy Comr: Shimoga. Letter No: 51/R28 of 23.7.1915 recommending the adoption of the system in all offices in the State and stating that a spl: offr: of the rank of an asst Comr: should be deputed to tour round and instruct the Offls: concerned, especially in Mk offices, who do not know English.

8. Supts: Govt: Gardens. Letter No: 998 of 22.7.1918. recommending the adoption of the proposed system in all offices and stating that it is not likely to work satisfactorily in his office which is undermanned.

Orbd. A statement giving the substance of each reply is also put up. Reminders have been issued to those who have not yet replied.

28/7/15

As a separate statement is put up it is unnecessary to summarise the replies here

30/7

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat.

File No. 36 of 1914.

Serial No.	
9	Letter No. 16 of 21.7.1915 from the Resident City municipal council Mysore thro. the Dy. Comr. Mysore D.C.S. Filed with entry in Stats. Nepl 30/7. NM 28/8/15
10	Letter No. 1272/10-10 of the 30th July 1915 from the Hd. of Prisons.
11	Letter No. 98 of 29.7.1915 from the Inspector in Mysore.
12	No. 48 of 30.7.1915 from the Govt. advocate in Mysore.
13	No. 51 of 31.7.1915 from the Meteorological Reporter to Govt. Entered in Stats & Files. Nepl 3/8/15. NM 5/8
14	No. 288 of 3.8.1915 from the Director of Mines & Geology in Mysore.
15	No. 369 of 2.8.1915 from the Inspector of Forests. Entered in Stats & Files. Nepl 5/8. In reply to a reminder the Resp. Ch. Court says that opinions of the Dist. Judges have been called for and are awaited. Nepl 5/8. Seen NM 9/8.

NOTE—Contn. sheet.

GPB—25,000—30-4-15

G. R. S. 12]

13

General and Revenue Secretariat. | File No. | of 191

Serial No.	
16	Letter No: 50 dy 4.8.1915 from the Excise commissioner in Mysore
17	No: 21 dy 6.8.1915 from the Supt. Government Museum.
	Entered in Stats & Rules. Nil. 9/8. 11/8
18	No: 336 dy 7/11.8.15 from the Dy. Commr.
19	No: 778 dy 11th August 15 from the Same Comr.
20	No: C88 dy 11.8.1915 from the Senior Surgeon
21	No: 21 dy 10.8.1915 from the Chairman of the Board of Trustees Mysore City Municipality
22	No: 94 dy 9.8.1915 from the Dy. Comr. Kadur Dist. Entered in Stats & Rules. Nil. 13/8. 18/8
23	No: 40 dy 12.8.1915 from the President City Municipal Council Bangalore
24	No: 2412 dy 14.8.1915 from the Rev. Commr. in Mysore. Entered in Stats & Rules. Nil. 25/8. 25/8
25	No: 55 dy 21.8.1915 from the Dir. of Agriculture
26	No: 124 dy 20.8.1915 from the Comr. of Stamps
27	No: 109 dy 19.8.1915 from the Supt. Ana Deva
28	No: 1420/R75 dy 20.8.1915 from the Comptr. to Govt.
29	No: 514 dy 20.8.1915 from the Secy. for Reys.
30	No: 1818 dy 23.8.1915 from the Dy. Comr. Mysore. Entered in Stats & Rules. Nil. 28/8. 30/8

NOTE—Contn. sheet.

GPB—25,000—30-4-15

G. R. S. 12]

General and Revenue Secretariat. | E. A File No. 3/6 of 1914.

Serial No.

31 No. 880 of 30.8.15 from the Engr.-in-Chief Mysore State Ry Construction Deptt.:

32 No. 363 from the Deptt. for Stationery.

Entered in State Forbd

Nil
8/9.

NIL
10/9

33 No. 57 of 14-9-1915 from the Deptt. Rev. Survey & Settlt. stating that the system proposed is highly advantageous over the old one

Entered in Statement Forbd.

Nil 16/9.
18/9/15

34 No. 41 of 16-9-1915 from the Deptt. Inam Settlt. referring to his opinion as his Deptt.:

35 No. 502/224 of 14-9-15 from the Dy. of Ltr. stating that the system is advantageous in offices where correspondence is carried at length.

36 No. 103/S of 14-9-1915 from the D.C. Hassan stating that the system may be brought into force with advantage

Entered in State Forbd

Nil
21/9.

NIL
22/9

37 No. 1737/24 of the 4th ult. from the Engr.-in-Chief Coorg stating that the proposed system is an improvement & will be tried in the

NOTE—Contn. sheet.

GPB—25,000—30-4-15

C. R. S. 12]

General and Revenue Secretariat. | E.A File No. 37 of 1914.

Serial No.	
	Chief Court and office and the Dt Courts Mysore in the first instance.
	Submd orders noted in statts:-
	Sd/ 8/10/15
38	Letter No. 164 of the 13th Octr 15 from the Court: Kolar Dist: stating that the disposal Number system is superior to the present system and may with advantage be adopted but its introduction requires a revision of the Estabt: of the Dt office and ascertd: Lands.
39	Letter No: 980 of the 13th Octr 15 from the Off: in Ch Archl: Researches in Mysore stating that the proposed system may with advantage be adopted both in big & small offices but only with slight variations as the registers to be maintained in accordance with the volume of work in each office. Entered in statts & filed.
	Sd/ 25/10.
40	Letter No: 1237 of 1.12.15 from the Dy Eco: Conf.ce: stating that the system is superior to the present one and may advantageously be adopted.
41	Letter No: 2758 of 4.12.15 from the Dy Comr Chitaldrug stating that the proposed system has got many advantages over the existing system and may be adopted from now, so that it may come into full operation

NOTE—Contn. sheet.

16

v. R. S. 12]

General and Revenue Secretariat.

E&A File No. G. 77. of 191

Serial No.

from 1st July 1916.

Substance entered in Statt Index

NCR 17/12/15

Dom 31/12

Letter No. 69845 dy 7th Jany 1915 from the Cons of Forests stating that the system may with advantage be introduced in an office with a large staff and even there the men employed should be given official training beforehand in some other office in Madras.

The substance is noted in the statt. The Office attd to the Mily Secy says that he is studying the subject & will submit his opinion next month.

NCR 18/1

Noted
NCR
Mily 8/1/16.

Replies are still due from 9 Offices, including the Dy Commrs of Bangalore and Trichinopoly. But it does not appear necessary to postpone the consideration of the question on that account.

Council case.

The chief criticisms received in respect of the rules are extracted in the copy herewith put up. The corrections necessary have also been made.

Flag H & changes found

NOTE—Contn. sheet.

GPB—20,000—30-6-15

G. R. S. 12]

General and Revenue Secretariat. | File No. 14 of 191

Serial No.

Flag I

The majority of the offices consulted are in favour of the system (vide Statement appended). These include the Rev commr, the Chief court and all the Dy commrs who have replied to the circular.

Nine offices are not willing to adopt the ~~system~~ new rule either because they have a fully developed system of their own (e.g. the Comptroller, the Director of Mines and Geology) or because, as it seems to me, they have not fully appreciated the scope and advantages of the Disposal number system. The Senior Surgeon did not originally want it but a later letter from him shows that he is not unwilling to try it.

In a case of this kind, successful working depends on the willingness of the offices concerned. It is therefore proposed to begin with offices, the heads of which are favourably disposed to the system. A draft order is put up for consideration

NOTE—Contn. sheet.

GPB—20,000—30-6-15

General and Revenue Secretariat. | File No. | of 191 .

Serial No.

The advantages of the disposal number system are manifest, and having been more than once alluded to in the file need not be repeated now. I may however say that very similar rules have been adopted recently in Bijapur and other districts of Bombay Presidency.

Flag J

Flag K.

The Surat system, which has also been adopted in some parts of Bombay, is in many respects similar to the disposal number system and involves less of labour ~~to the~~ on the part of the office establishment. But it requires very close supervision which is not always forthcoming. Further by dispensing with the registration of papers, it is likely to create a feeling of insecurity. From the point of view of business no doubt the system has much to recommend it and it may be adopted as an experimental measure in a few offices (For this separate proposals

GPB—20,000—30-6-15.

Serial No.

will be subd). But it will be some time before the requisite degree of discipline is developed to enable us to dispense with the registration of papers and introduce as a general measure the unfamiliar machinery & procedure of the Surat system. In the meantime the disposal number system offers a useful & practicable alternative. When it has been tried for some time the transition to the Surat system, ~~[illegible]~~ should experience prove its merits, will be all the easier.

One point in connection with the intro duction of the new system, which is not alluded to in the draft order, is the training of the clerks. Several of the officers consulted have emphasised the need for such training. As most of the offices to which the new system is proposed to be applied are in Bangalore, the clerks in all those offices may easily be assembled on 2 or 3 days & the rules explained to

GPB—20,000—30-6-15.

General and Revenue Secretariat. | File No. | of 191 .

Serial No.

them ~~[illegible]~~ at a general meeting. In the case of officers in no official, some one must go and explain the rules on the spot.

Secretary)

Council Case

26/2/16

medical work may be answered at a meeting of the Council

Dewan)

Dangerfield 16/

4338
16.2.16

Yes. (Early meeting).

The System will certainly require instruction by personal visits.

27/2/16

Please vide paragraph 12 of the notes.

29/2/16

(If I remember rightly, in matters on which we have placed on special days for this purpose)

Council Secy for further action

29/2/16

Council Secy.

1/3/16

29/2

NOTE—Contn. sheet.

GPB—20,000—80-6-15.

21.3.16.

21

(For disposal at an early meeting).

No. C.227

3/3/1916.

GENERAL AND REVENUE SECRETARIAT.

Council Matter.

SUBJECT.

(Clause viii of the Schedule).

Draft Government Order regarding the introduction of a revised system of Correspondence and Record in certain offices in the State.

CIRCULATED TO THE MEMBERS OF COUNCIL.

By Order,

1st March 1916.

Secretary to Government.

Extraordinary Member of Council. Seen by the Extraordinary Member

First Member of Council. Seen by the First Member of Council.

Second Member of Council. 5/3

28.3

WD 2012—GPB—1 000—9-2-16

20 22

Extract from the Proceedings of the 380th Meeting of the Council of His Highness the Maharaja, held at Bangalore, on the 13th April 1916.

---

1. SUBJECT.-(Clause viii of the Schedule).

Draft Government Order regarding the introduction of a revised system of Correspondence and Record in certain offices in the State.

OPINION OF THE COUNCIL.

The disposal Number System may be introduced into the offic of the Revenue Commissioner and the Deputy Commissioners, from 1 July 1916. The draft rules and order may issue after such revi sion as may be necessary.

Sd. M. Visvesvaraiya,
Dewan of Mysore.

"EXTRACT"

D. M. Narasimha Rao 13/4

Secretary to Government,
General Department.

G. R. S. 12]

General and Revenue Secretariat.

E A File No. G/77 of 191

Previous page

Serial No.

COUNCIL.

" Mr. N. Madhava Rao to revise draft, under instructions of the First Member of Council."

Extract from the Proceedings of the Council is put up herewith.

Forwarded to the Assistant Secretary, Br. III for taking necessary action in accordance with the opinion of the Council noted in the margin and submitting a Draft Submission Note.

13/4

When I saw the Forest Member to take instructions on this subject, I understood that the following were the points requiring consideration

1) Preparing schedules showing the periods of preservation of different classes of papers.

2) Making it clear that separate registers need not be maintained for different branches unless they are more or less independent units. (Rule 23)

3) carrying forward ~~of~~ undisposed of currents from year to year. (Rule 23)

4) Making clear the scope of the special & technical registers

5) the necessity for 3 series of disposals of Dist Offices

Point 1. The existing schedules (may perhaps be left untouched for the present. These are given at pages 17, 25, 67, & 91 of the Rules Manual herewith put up

Flag A

NOTE—Contn. sheet.

22

24

G. R. S. 12]

General and Revenue Secretariat.

E&A File No. (G/77 of 191

Serial No.

46 As regards the Rev commr's office the proposals received and the suggested orders will be found in the accompanying file.

Point 2. Necessary corrections have been made.

Point 3. In carrying forward undisposed of currents of one year to the registers of the next, an interval of three months is allowed in Madras (vide B.S.O p. 303) The same arrangement is proposed in the present rules

Hay B.

Point 4. Attended to

Point 5. The object of the series is two fold (a) that there should be more control over lodged papers than is contemplated in the Madras rules & (b) that the less important 'D' disposals may be dealt with in a simple way, viz by being filed without a cover and an elaborate reference-chaining and by being destroyed after 2 years, instead of after 10 years, which is the normal period of preservation of D disposals in Madras.

NOTE—Contn. sheet.

GPB—70,000—17-12-15

G. R. S. 12]

General and Revenue Secretariat. | E&A File No. (G) 77. of 191

Flag C — x. A list of these is given in the superseded draft

Serial No.

There are several officers, besides those of the Rev Dept, who have agreed to adopt the disposal number system. Some of them have embodied the rules in their office manuals, which have been subd to Govt for approval. The last paragraph of the revised draft order provides for these cases.

N Madhava Rao
(First Member) 18/4/16

I have sent a revised draft — more or less on the line of the General Secy's original draft which I prefer. —

On the points objected to by me or raised from a review of the draft rules I have arrived at the following decisions.

1. A schedule shd be prepared by the Secy's for the Ly Com's Offices — as drafted in the draft order. — The existing schedule will not do — in my opinion. The Ly Com's shd be consulted in the matter.

2. Rule 23. correction approved

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat. | File No. . of 191 .

Serial No.

(3). approved.

(4) rule 30 has been slightly modified by me. —

(5) I am still in favor of the view that 3 terms are running R&D. of Madras System have worked very satisfactorily: and I think he very uncomfortable classify.

B&C under 2 or 10 years.

(in practice not where he found that some records are there or otherwise of them, to five years this better than the class & an authorised schedule.

The panels used by a.s.? that ledger papers require manuscript to is nothing Cumbering. ledger papers are generally fit for burning as soon as they are ledged.

Appendix 13. rule 2. Board. s. o may be referred to.

Destruction is very unique under the D.N. System.

The rules with the modified accounts and the Madras System by are have adopted wholesale in other respects may be adhered to

D.C. 456.

27

Office of the Revenue Commissioner in Mysore,
Dated Bangalore, 22nd June 1916.

My Dear Madhava Rau,

On a reference to Government Order No.77.E.A.G. dated 15th June 1916 regarding the supply of forms for use under the Disposal Number System, I find that forms of Index Registers are not included therein.

The form of the Index Register is not given in the Appendices to the Government Order of 17th May 1916 either.

It will, however, be necessary to have index regi ter forms in loose sheets with at least three columns (1) Disposal date, (2) Disposal number and (3) very brief substance of disposal, and they will have to be in 2 distinctive colours to distinguish between index sheets of R series and those of D series. In Madras however the substance does not appear to be entered (vide page 314 of the Board's Standing Orders Vol.i)

May I therefore request the favour of your taking early necessary action in this matter.

Yours sincerely,

For Revenue Commissioner.

N. Madhava Rau Esq., B.A., B.L.,
Asst. Secretary to Government, E. A. Branch.
General and Revenue Secretariat.

28

24/6/16.

My dear Ramanathan,

Thanks for your D.O. letter No 656 dated 22nd June 1916 suggesting that index register forms may be in connection with the ~~copy~~ of the Dis. & Sessions Judges. You will notice that the form of the index contemplated in our rules is not a subject index as in Madras but an alphabetical index in which catchwords should be the subject as well as the party and place. if any. ~~For this purpose~~ The ~~form~~ index ~~is~~ is similar to

The time used for the Monthly Returns of Govt. proceedings does requires no separate forms -

Yrs faithfully

MM

To A.V. Ramanatham Esq BA

Asst to Rev Comm.

General and Revenue Secretariat. | File No. | of 191 .

Serial No.

In this respect also
the law for the preservation of records
requires that be specific
selection of papers to be kept
thereby be made clear
laid down — as in the working
rules .. Great confusion
arises by neglecting these.

D.S.N
Dec
2014

19.4

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Disposal Number System

Hy D.

As desired, I submit herewith ~~the~~ a list of the changes necessary in the existing schedules of papers to be destroyed at periodical intervals, so as to bring them into line with the standard periods of 10 & 2 years proposed in the rules.

The schedules refer only to District (and Taluk) offices. There is no schedule for the Rev. Commr's office at present. The one proposed recently by the Rev. Commr, with necessary

No 259
27.4.16

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—5-8-15

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

changes in the limited file - with a draft G.O approving.

The copy of the rules flagged A contemplates only two series of disposals, viz R & D.

The other copy, flagged B, embodies a reversion to the three series originally proposed, viz A. B & C.

N Madhavan
(First Member)
27/4/16

We can fix the schedule after mature Rules finally.

I think we may try the two series of R & D & have only 2 periods of 3 months 2 years. & 10 years & give up the C series - for budgetic purposes needs the give a disp no.

The draft can be issued only for this
A copy of rule A may be sent out.
HM
27.4

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—5-8-15

Mr N Madhavan
Kindly see me about this
Date 27/4

HM
27.4

G. R. S. 12]

33

General and Revenue Secretariat.

File No. of 191 .

Serial No.

A draft Subn note is put up

Secy)
Deputy)

28/4

Deputy Secy
28/4

5852
28.4.66

TE—Contn. sheet.

GPB—70,000—17-1

Submitted to His Highness.

× D

In my note dated the 2nd February 1915 submitted to His Highness, I stated the need for improving the system of registering and filing correspondence in the subordinate offices of the State and requested permission to depute Mr. N. Madhava Rao, Assistant Secretary, Efficiency Audit, to visit certain places in the Madras Presidency for the study of the system followed there. As a result of this deputation, a set of rules was framed with a view to apply the Madras system to our offices, and the opinions of Heads of Departments and Deputy Commissioners, which were invited thereon, have been generally favourable. The Council consider that the new system may be introduced, to begin with, in the offices of the Revenue Commissioner and Deputy Commissioners from 1st July 1916. The First Member, who has had practical experience of the working of the system in Madras, has carefully gone through and revised the rules and has also suggested a draft Government Order.

× E.

× Page 20 of office notes.

× Draft for approval.

× A

2. I solicit His Highness' approval to the recommendation of the Council.

MR

G. Visvanath

4th May 1916.

B-

35

Record of Cases submitted for the Orders of His Highness the Maharaja

No. 5083
4.5.16

Subject.

Introduction of the Disposal Number System in the offices of the Revenue Commissioner and the Deputy Commissioners.

1061

Order.

KRMP
6/5/16

4.5.16. 10.5

8.5.16

520.
11.5.16.

10/5

7.

36

G.R.S. 13]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

The Disposal number System.

File sub-d for favour of perusal -

N Madhavan
19/5/16

Extraordinary Member

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—50,000—29-6-14

G. R. S. 12]

General and Revenue Secretariat.

E&AG File No. 77 of 191 .

Serial No.

G.O. No. 77 - E&AG dated the 17th May 1916 directing the introduction of the Dis. No. System in the offices of the Rev. Comr. and the Dy Comrs of Districts. from 1st July 1916.

May this be placed at the disposal of the Press, published in the Gazette among official publications and translated into Kannada for orders.

Nesq.
29/5.

Asst Secy

Ser
30/5

It may be placed at the disposal of the Press - Publication in the Gazette and translation into Kannada are not necessary.

K 30/5/16

Ser
30/5

A copy has been sent to the Press Room. A draft is put up forwarding two copies to the Private Secretary to H. H. the Maharaja and [illegible] Dewan.

Subd
6. 6. 16.
Nesq
20.

Ser
6/6

The Private Secretary to H. H. the Maharaja of Mysore.

No 77/E.A.G. dt 7. 6. 16.

Forwards two copies of the G.O. No 77/E.A.G.

Sale - may this be filed
8. 6. 16
Nesq

NOTE—Contn. sheet.

GPB—70,000—17-12-15

G. R. S. 12]

General and Revenue Secretariat.	File No. of 191 .
Serial No.	

NOTE—Contn. sheet.

GPB—70,000—17-12-15

P. W. Serial No. 114]

It is requested that in future communications on the subject, the No. and date of this letter, and the distinguishing letters below the number as given opposite, may be quoted. All communications should be addressed as follows:—Comptroller, Mysore Public Works and Railway Branch, Bangalore.

No. B. 46

MYSORE PUBLIC WORKS DEPARTMENT,
CENTRAL OFFICE OF ACCOUNTS,

Dated Bangalore, the 17th July 1915

FROM

DEWAN BAHADUR
J. S. CHAKRAVARTI, ESQ., M.A., F.R.A.S., etc.,
Comptroller to the Government
of His Highness the Maharaja of Mysore,
Public Works and Railway Branch.

To

D. M. Narasinga Rao, Esq., B. A., B. L.,
Offg: Secretary to the Government of Mysore,
General and Revenue Departments.

Sir,

I have the honour to acknowledge the receipt of your office memorandum No:875-920 dated the 22nd ultimo, regarding the disposal number system of correspondence and record arrangement. The system described therein has much to recommend its adoption in offices, the bulk of whose work consists of correspondence. The chief work of this office is the audit of periodical accounts -- received from different offices and the results of audit are mostly communicated by means of Objection Statements and Audit Notes prescribed in the Departmental Account Code. The correspondence work of the office is subsidiary and the existing system of its registration, disposal and recording is working satisfactorily. I invite reference in this connection to the Record Section Manual of the Civil Branch of my office. It contains rules practically on all the points dealt with in the "Rules of Correspondence and Record", received with your memorandum. A Manual for the Record or General Section of the Public Works and Railway Branch drawn up mainly on the lines

of

MYSORE PUBLIC WORKS DEPARTMENT

191

FROM

DEWAN BAHADUR

J. S. CHAKRAVARTI, ESQ.,

M.A., F.R.A.S., etc.,

Comptroller to the Govt. of

H. H. the Maharaja of Mysore,

P. W. & Ry. Branch.

TO

Dated

Despatched

Received

No.

SUBJECT.

GPB—10,000—31-7-14

39

of the Civil Branch Manual and providing for the special features of the work of the Public Works and Railway Branch, is under preparation. As the existing system is working satisfactorily, I do not think there is any need for the adoption by my office of the new system referred to in your memorandum.

I have the honour to be,

S i r,

Your most obedient servant,

COMPTROLLER,
P. W. and Ry. Branch.

17.7.18

No. 793

D.No. 112/Est
26.7.15

Office of the Chief Commandant,
Mysore State Troops,
Bangalore dated 23rd July 1915.

From

Lt.Colonel.A.A.Jones I.A.,
Offg.Chief Commandant,
Mysore State Troops.

To

D.M.Narasinga Rao Esq.B.A.B.L.,
Offg.Secretary to Govt of H.H.the Maharaja
of Mysore General ~~and Revenue~~ Department.

Sir,

With reference to your Office Memorandum No.875-920/E.A. dated the 22nd June 1915, I have the honor to state that the Dispoal Number system of Records proposed in the book forwarded with the -- above appears to be very elaborate requiring some intelligent clerks to work the system. It may be given a trial in this Office but I think i-t will never work satisfactorily in the Regimental Offices of Cavalry and Infantry.

I have the honor to be,
Sir,
Your most obedient servant,

Personal Assistant
to Chief Commandant,
In-charge of current duties

D.no. 110/8 A 26/7/1915 41

No. 51/R.28

Office of the Deputy Commissioner,
Shimoga District,
Dated Shimoga 22nd July 1915.
23rd

File no 36 of 14
8 l 7.

From

K. Matthan, Esquire., B.A.,
Deputy Commissioner,
Shimoga District.

To

D. M. Narasinga Rao, Esquire., B.A.B.L.,
Offg. Secretary to the Government of Mysore,
General Department,
Bangalore.

Sir,

With reference to your memo No.875-920/E.A. enclosing a set of draft rules describing the disposal number, system of correspondence etc I have the honor to state that in my opinion the proposed draft rules and forms are quite suitable for adoption in the several offices in the state. The existing system under which, if the registers are properly maintained it will be possible only to trace the disposal of a paper, but not of the subject, is quite unsuited to the present time when work has increased enormously in volume and complexity. I had an opportunity of examining the proposed new system when, under Government orders, I visited Udipi and Mangalore in February last, and I was greatly struck with the advantages of this system.

The system when understood is quite easy, and I have no doubt that our subordinate staff will work it satisfactorily; but it will, I think, be desirable to appoint an officer of the status of Assistant Commissioner, for a few months, to go round to the several offices and explain the system to the officials concerned. This is particularly necessary in Taluk offices where most of the hands do not know English.

I have the honor to be,
Sir,
Your most obedient servant,

K. Matthan

Deputy Commissioner,
Shimoga District

GPB—100,000—29-7-11

42

1915-16.

From

The Deputy Commissioner,
Shimoga District.

To

The Secretary to the Government
of Mysore,
General Department,
Bangalore.

Dated 22nd July 1915.

Despatched 23rd

Received

General No. 51

No. R. 28

Enclosure No. —

With reference to his memo No.875-920/ E.A. gives opinion on re the draft rules describing the disposal numbers, system of correspondence etc.

No. 99.

File 36 of 14
Sl 8. 43

OFFICE OF THE ECONOMIC BOTANIST,
SUPERINTENDENT, GOVT. GARDENS,
LAL-BAGH, BANGALORE.

Dated, July 20, 1915.
22

From

G. H. KRUMBIEGEL F.R.H.S.,
ECONOMIC BOTANIST,
SUPERINTENDENT, GOVT. GARDENS.

To

D.M.Narasinga Rao, Esq., B.A., B.L.,
Offg. Secretary to the Government of His Highness the
Maharaja of Mysore, General and Revenue Departments,
Bangalore.

Sir,

With reference to No.875-920/E.A. dated 22nd ultimo asking for opinion on the suitability to the offices of the State of the Dispose Number System of correspondence and record arrangement followed in the public office of the Madras Presidency, I have the honor to state as under:-

2. The new system described in the draft rules kindly furnished has, in my opinion, great advantages over any in vogue at present and that it may therefore be followed.

3. I may mention that at the same time the System involves, as it does, independent sections of office routine (correspondence and recor for the efficient management of which the requisite staff is absolut necessary. In an undermanned office like this, where the whole work comprising correspondence, accounts, records, &c. is practically --- managed by the same hands the satisfactory working of the new system is, in my further opinion, not feasible.

I have the honor to be,
Sir,
Your most obedient servant,

G. H. Krumbiegel

Economic Botanist,

D. no. 113/28-A
GPB—100,000—7-8-15 1915

191

From

G. H. KRUMBIEGEL F.R.H.S.,
ECONOMIC BOTANIST,
SUPERINTENDENT, GOVT. GARDENS.

To
The offg. Secretary to the Govt of H. the Maharaja of Mysore, Bangalore

Dated 22.7.1915

Despatched

Received

General No. 99.
No.

Enclosure No.

Furnishing opinion on the Disposal System of Records & Correspondence called for in his no 875-920/8.A dt 22nd ultimo

No. 875-920
8.A

Bangalore,
June 1915.

file no 36 8/14
sl 4

MEMORANDUM

The accompanying set of draft rules describing the Disposal Number System of correspondence and record arrangement is forwarded to the Heads of Departments and Deputy Commissioners. The rules are largely based on those followed in the public offices of the Madras Presidency. Attention is drawn to paragraphs 1 to 3 where the advantages of the system are discussed and to the forms appended which show the manner in which the principal registers are written up. The Heads of Departments and Deputy Commissioners are requested to furnish their very full opinion as regards the proposed system and its suitability to the offices of this State.

By Order,

Offg. Secretary to Governme

To

Heads of Departments.

Deputy Commissioners of Distr

16

819

No. 16

THE CITY MUNICIPAL OFFICE, MYSORE,

Dated 21st July *191* 5.

From

T.G.Lukshmana Rao, Esquire., L.C.E.,

President, City Municipal Council,

Mysore.

To

D.M.Narasinga Rao, Esquire.,B.A., B.L.,

Secretary to the Govt. of Mysore,

General Department.

Bangalore.

Through the Deputy Commissioner, Mysore District

SIR,

With reference to your office memorandum No.875-92 E.A. dated 22nd June 1915 forwarding for opinion a set of draf rules describing the disposal number system of correspondence and record arrangement, I have the honour to state that the rules appear suitable and may be adopted.

I have the honour to be,

Sir,

Your most obedient servant,

President.

M.R.V.

47

1915

From

The President, City Munl. Council, Mysore.

To

The Secy. to Govt. of Mysore, Gen. ~~& Rev.~~ Deptt.

Thro' The Deputy Commissioner

Dated 21st
Despatched 23rd } July 1915

Received

General No. 16
No.

Enclosure No. "

Stating that the rules describing the disposal number system of correspondence and record arrangement, appear suitable and may be adopted.

24.7.915
L.F.

GBPM—9-9-1914—800.

48

No. 96

Office of the Deputy Commissioner
Mysore District
Mysore, dated 27th July 1915.

From

A.Subramanya Iyer, Esq.,B.A.,
Deputy Commissioner
Mysore District.

To

V.R.Thyagaraja Iyer, Esq.,M.A.,
Secretary to the Government of Mysore
Revenue Department.

Sir,

I have the honor to submit herewith letter No.16 dated 23-7-1915 received from the President of the Mysore City-Municipal Council stating that the rules describing the disposal number system of correspondence etc. appears suitable and may be adopted.

I have the honor to be
Sir
Your most obedient servant

Deputy Commissioner
Mysore District.

GPB—100,000—29-7-14

719

29/7

File no 6-14

From D. No. 132/Cr-A 8 9.

191

29.7.15

The Deputy Commissioner,
Mysore District

To

The Secretary
to the Govt of Mysore
Rev. Dept.

Dated

Despatched 27-7-15.

Received

General No. 96

No.

Enclosure No. Nil.

States that the rules re System of Correspondence appear suitable and may be adopted.

D. no. 136/E.A.
31.7.15

File no 36-14
SO Sl no 60.

No. 1242/10-10

Office of the Inspr-Genl of Prisons
in Mysore.
Dated, Bangalore, 30th July 1915.

From

Rao Bahadur T.V.Arumugum Mudaliar, Esquire, M.B., C.M.,
Inspector-General of Prisons in Mysore, Bangalore.

To.

D.M.Narasinga Rao, Esquire, B.A., B.L.,
Secretary to the Governemnt of Mysore, General Departments,
BANGALORE.

Sir,

With reference to your No. 875-920/E.A. dated the 22nd June 1915, forwarding a set of draft rules describing the Disposal Number System of correspondence and requesting my opinion as to its suitability in this Department, I have the honor to intimate that the system is aptly suitable to large offices where there are many branches. I therefore think that its introduction into the Prisons Department, is not desirable, as the system now in vogue is working quite satisfactorily.

I have the honor to be,
Sir,
Your most obedient servant,

T V Arumugum

Inspector General of Prisons.

51

B. VIII 31/7/1915

From.

The Insp. Genl of
Prisons in Mysore.

To

The Secy to the Govt of
Mysore,
Genl Depts.

No: 1272
10-10

Dated 30th July 1915.

Intimates, that it is not desirable, to introduce the Disposal Circular System of records, into this Dept.

D. no 137/E.A.
31. 7. 15

File no 36-14
Hno 11.

No. 98
Encls.

OFFICE OF THE MUZRAI SUPERINTENDENT IN MYSORE,

Dated Bangalore, 29th July *1915*

FROM

G. ARAVAMUDU IYENGAR, ESQ., B.A., B.L.,

MUZRAI SUPERINTENDENT IN MYSORE,

BANGALORE.

To

D. M. Narasinga Rao, Esquire, B.A. B.L.,

Offg. Secretary to the Government of His Highness

the Maharaja of Mysore, General Department.

SIR,

With reference to your Circular Official Memorandum No.875-920/E.A. dated the 22nd June 1915, forwarding for an expression of opinion a set of draft rules relating to the Disposal Number System of correspondence and record arrangement in the Public Offices of this State, I have the honor to state that the system in question will be a distinct advance in the method of transacting business and may with advantage be adopted. It will also to a great extent act as a check upon dilatory work but it is feared that it will be some time before the present staff habituated to a different system can be trained to the intricacies of the new system.

I have the honor to be,

Sir,

Your most obedient servant,

Muzrai Superintendent

53

B/VII/37

GPB—1,000—8-7-15.

191

From

THE MUZRAI SUPERINTENDENT
IN MYSORE.

To The Secy to Govt of Mysore
Genl. Deptt.

Dated

Despatched 29-7-1915

No. 98

Enclosures

Subject.

Furnishing opinion in the matter of a set of draft rules re disposal number system of correspondence and record management in the Public Offices

D. no 1387 E.A
31.7.15
No. 48
Encl: one.

File no 86-14
Ano 12

54

Office of the Government Advocate in Mysore,

Bangalore dated, 30th July 1915.

From,

C. S. Doraswamy Iyer Esq., B.A., B.L.,
Government Advocate in Mysore, Bangalore.

The Secretary to the Government of H.H. the Maharaja
of Mysore, General Department.

Sir,

With reference to your office memorandum No. 875-920/E.A. dated 22nd June 1915, I have the honour to forward herewith a short memo containing my views about the disposal -- number system.

I have the honour to be,

Sir,

Your most obedient servant,

C. Doraswamy Iyer

Government Advocate.

THE DISPOSAL NUMBER SYSTEM.

The Disposal Number system is an admirable one well - adapted for a big office like the Secretariat. It possesses the advantages of method orderliness and simplicity. It affords great facilities for referencing and preparing --- arrears lists. The ease with which the currents may be traced in their various stages, the accuracy with which they could be located with particular officers at a particular time, the systematic way which it enables the records to be finally arranged in the Record Room and the saving of time effected in picking up previous references from the records, are all well served by this system. The essence of the system lies in its simplicity and adaptability with slight variations to offices big or small.

2. The Chronological Filing and the Subject Bundle Systems are unsuited to modern requirements, ~~or~~ particularly in large offices where work is growing in bulk rapidly. Both the systems are unscientific, referencing in the former is tedious and in a large number of cases incomplete and possibly

inaccurate.

inaccurate; the latter system is somewhat clumsy and involves needless swelling of individual files, in some instances to an unmanageable size, inconvenient to handle and incapable of preservation from wear and tear which constant handling will necessary involve.

3. The following suggestions may be considered:- in reference to the proposed System

Rule 18. "RECORDED", is defined as meaning "keep in office and do not communicate". I am not certain if this is correct. There may be several cases in which the order "Recorded" shall have to be communicated to the office from which the current is received, at all events for the purpose of enabling it to know that the current has been disposed of. "Recorded" not doubt is differrent from "Lodged" of "Filed" where no communication need be made.

Rule 23. (a). Until the disposal of the current, the current register is the one that is constantly handled and frequently referred to and if till the end of the year it is kept unbound, the sheets are likely to be torn or damaged. Referencing will also be difficult during the time it is sent for binding. It is therefore desirable to supply bound volumes at the commencement

of

of the year, the size depending upon the number of cur rents likely to be received in each Department or office.

(b). 7 (a) & 7 (b) appar to be clerical errors for 8 (a) & 8 (b).

(c). Carrying the undisposed of current numbers to the new years current register seems to be unnecessary as the arrears clerk will have a list of such papers and the current register of the previous year will ---- always be available.

Rule 29. Suitable "Rubber Stamps" may be provided and distinctive Coloured inks for the differrent Departments.

Rule 33. In big offices like Secretariat where the referencing and drafting may not be done by the same -- clerk the form given may be varied.

Rule 45 to 53.

(a) If the faircopying and despatching have to wait till the "Disposal Clerk" finishes what he is enjoined to do, I am afraid there may be some waste of time. Typing and faircopying may go on side by side with the preparation of the disposal list as far as --- practicable.

(b)

(b) Seperate "Despatch Registers" have also to be maintained by the Despatch clerk, the despatch number and the disposal number being identical. The Despatch Register need not contain all the details contained in the disposal list, but such necessary particulars as may be required for faciluty of reference may be given. The Despatcher's work also may take place simultaneously -- with the Disposal clerk's work.

(c) The Disposal clerk may be entrusted with the duty of preparing the docket for the disposal list, despatch sheet and the Index.

Rule 55. Quarterly or half yearly printed Index ~~&&~~ sheets may be issued for affording facilities to the --- referencer, pending the preparation at the end of the year of the annual Consolidated Index which of course will replace the Quarterly or Half yearly ones.

Rule 56. ·7 (a) & 7 (b) seem to be clerical errors for 8 (a) and 8 (b).

Somasundaram
30. 7. 15

D. no. 145/E.A 59
3-8-15
File no 36-14
Sl 18

No. 51.

From

N. Venkatesa Iyengar, Esq., B.A.,
Meteorological Reporter,
Mysore Government.

To

D.M. Narasinga Rao, Esq., B.A., B.L.,
Offg. Secretary to the Government of
His Highness the Maharaja of Mysore,
General Departments.

Dated Bangalore, the 31st July 1915.

Sir,

With reference to your office Memorandum No. 875-920/E.A. dated the 22nd June 1915 forwarding a copy of the draft rules describing the Disposal Number System of correspondence and record arrangement and requesting my opinion as regards its suitability to the offices of the State, I beg to submit that the new system appears to be a distinct improvement on the system now prevailing which is rightly described as antiquated and inconvenient. The advantages of the new system as discussed in paragraphs 1-13 of the draft rules are obvious and convincing.

2. I have the honour to submit that I believe that the proposed system will be welcomed in all big offices where there is a large amount of correspondence and which employ a number of clerks. Even in the Meteorological Office in which the correspondence is limited, the adoption of the new system should prove advantageous and at the same time conduce to greater efficiency though the

maintenance of all the registers recommended by the rules might not be necessary.

I have the honour to be,

Sir,

Your most obedient servant,

A Venkatesa Iyengar

Meteorological Reporter
Mysore Government.

Y.S.

VIII 48 No. 1915-16 61

1915-16.

From

The Meteorological Reporter,

Mysore Government.

To

The Offg. Secretary to the Govt. of

H.H. the Maharaja of Mysore,

Genl. Depts.

Dated } 31st July 1915.
Despatched }
Received

No. 51.

S U B J E C T

Submitting his opinion on the Disposal Number System of correspondence and record arrangement and its suitability to the offices of the State.

VIII/4/8 W.

D. 20.152/Ed.A. 5-8-15. 62 File 2036-14 Sl 14

D.M.G. 12] GPB—2,000—23-3-15

No. 288 Encls. 3 forms

BANGALORE, 3rd August 1915

FROM

DR. W. F. SMEETH, M.A., D.SC., A.R.S.M., &c.,
Director, Department of Mines and Geology,
Mysore State.

To

D. M. Narasinga Rao, Esq., B.A., B.L.,
Offg. Secretary to the Government of
His Highness the Maharaja of Mysore,
General Department.

SIR,

In reply to your Office Memorandum No.875-920/E.A., dated 22nd June 1915, I have the honour to inform you that the draft rules therein referred to relating to the "Disposal Number System of Correspondence and record arrangement" have been carefully considered and that I am of opinion that although there are some small advantages that can be expected from that system it is not on the whole quite as suitable as our present system of registration, disposal and record of correspondence.

2. The system now in force in this office is precisely similar to that adopted in the Office of the Honourable the Resident in Mysore. The Receipt or 'From' and the Issue or 'To' Registers we have (a copy of the form of which is enclosed herein for perusal) are not merely the 'From' and 'To' registers maintained in most of the other offices in the State, but they are also provided with columns which show the intermediate as well as the final disposal of each communication received, the replies, if any, due and received in respect of communica-

tions

issued and the No. of file in which each communication is placed. Every paper on receipt is placed in its appropriate file, a fresh file being opened for each new case, and the whole correspondence immediately connected with it is filed in Chronological order. As each file is opened it is entered in a Register called the Index Register of Files and arranged in the record room according to its serial number.

3. To each file is attached a Table of Contents in which every communication received or issued on the subject is entered together with a brief abstract of the subject. This table shows clearly at a glance the stage in which the correspondence stands and where it is pending and practically contains all the information that can be expected from the current register of the Disposal number system.

× Copy enclosed.

4. A list is maintained of obsolete and useless records to be destroyed at stated periods and the destruction is made in accordance with that list once a year.

5. An arrear register is also maintained in which all cases in arrears in the office at the beginning of every month are entered. This register is scrutinized by the Head of the Department every month and serves as an useful check on the work of the office generally.

6. A list of the periodical reports and returns due to, and from, this office is also maintained and regularly scrutinized by the Chief Ministerial Officer before the 10th of every month, who will satisfy himself that the reports and returns due have been received and despatched, as the case may be, within the prescribed dates, taking such steps as may be necessary to rectify any irregularity or delay in their receipt or despatch.

7. It will thus be seen that our present method of work possesses most of the advantages claimed in respect of the 'Disposal Number System' and I am inclined to think that the change proposed is neither necessary nor desirable. An intelligent and careful indexing of files in the records is all that is necessary to facilitate referencing and the table of contents referred to in para 3 above keeps track of all correspondence.

8. The Disposal Number System requires the disposing clerk to be the custodian of all records that are not finally disposed of, while all disposed of records are kept in charge of the record clerk. This is an arrangement which can hardly be considered satisfactory, as, instead of all the records being arranged, indexed and preserved in one central place, as the correspondence arises or develops, they will remain in different places with the several disposing clerks.

9. There is also the fact that it may be several years before a correspondence can be finally disposed of and that it would be necessary therefore that each such case should be carried forward to several Current Registers year after year until it is finally disposed of.

10. Further, a separate index register has to be maintained for current records, in addition to the record clerk's index register for disposed of records, in order to determine the precise current number or correspondence to which a paper relates.

11. In conclusion, it appears to me that, notwithstanding any superior merits that can be claimed in respect of the proposed system for a large office with many branches, it would entail a large amount of extra work and could not be introduced into a small office like this without considerable addition

to the limited establishment we have and I ~~dept~~ do not consider the presumed advantages to be worth this.

I have the honour to be,

Sir,

Your most obedient servant,

Director,

Department of Mines & Geology.

N.S.

W.R.O. 151/E.S.
5-8-15

Ab no 36 of 14
8 15

GPB—1,000—29-1-15

66

No. 369

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRESS,
Dated Bangalore, 2nd August 1915.

FROM

C. H. YATES, ESQ.,
SUPERINTENDENT, GOVERNMENT PRESS,
BANGALORE.

TO D. M. Narasinga Rao, Esq., B.A., B.L.
Secretary to Government
General Department

SIR,

With reference to your letter No. 875-9-20 E. A, dated 22nd June 1915, forwarding a copy containing a set of draft rules describing the Disposal Numbers system of correspondence and record arrangement, I have the honor to state that the rules appear to me to be

well

well suited for the purpose for which they are intended.

67

I have the honor to be,
Sir,
Your most obedient Servant,
W. Yates
Superintendent,
Government Press.

CW

VIII/4/8 pr

68

GPB—1,000—23-4-15

1915-16.

FROM

C. H. YATES, ESQ.,
SUPERINTENDENT,
GOVT. PRESS,
BANGALORE.

To

The Secretary to Govt.
Gen: & Rev: Depts.

Date

Despatched 2nd 3 August 1915.

Received

General No. 369
No.

Enclosure No.

Stating that the draft rules describing the disposal Numbers system of Correspondence and record arrangement appear to be well suited for the purpose for which they are intended.

D. No. 157/E.A.
6-8-15

69

8216 of

File No. 36 74.

OFFICE OF THE EXCISE COMMISSIONER IN MYSORE,

Bangalore, dated.....31st...July.....*1915*.

4.8.15

FROM

P. RAGHAVENDRA RAO, ESQ., B.A., B.L.,
Excise Commissioner in Mysore.

To

D. L. Narasinga Rao, Esq., B.A., B.L.,
Offg. *Secretary to the Government of*
His Highness the Maharaja of Mysore,
~~Revenue and Revenue Departments.~~
General Department,
Bangalore.

Sir,

Adverting to your Official Memorandum No. 875-880/E.A. dated the 2nd Ultimo, calling for an expression of my opinion as regards the suitability or otherwise of adopting the "disposal number system" and record arrangement, I have the honor to state that it appears to me - that their introductions and observance cannot but be advantageous -- but that the existing ministerial establishment will require to be - strengthened, if they are to be carried out effectually and satisfactor -ly.

I have the honor to be,
Sir,
Your most obedient servant,

D. Srinivasaiyengar
Assistant Commissioner,
for Excise Commissioner,
absent from the station.
AR.

70

GPB—2,000—14-5-64

191

FROM

P. RAGHAVENDRA RAO, ESQ., B.A., B.L.,
Excise Commissioner in Mysore.

To

Secretary to the Government of
H. H. the Maharaja of Mysore,
Gen. and Rev. Depts.

Dated

Despatched

Received

General No.

Enclosure No.

SUBJECT.

W. No. 162/20-8 71
7-8-15
Sl. of file No. 38-14

VIII
71

190

From

The Superintendent
Govt. Museum
Bangalore

To

The Secy to the Govt of
H.H. the Maharaja of Mysore
General Department,
Bangalore

Dated

Despatched 6th August 1915

Received

General No. 21
No.

Enclosure No. 1.

Furnishing opinion
on the draft rules Des-
cribing the Official
Number Display and Record
arrangement.

Mysore Government Museum,
Bangalore, 5th August 1915.

From,

G. H. Krumbiegel Esq., F.R.H.S.,
Superintendent, Mysore Government Museum,
Bangalore.

To,

The Secretary to the Government of
His Highness the Maharaja of Mysore,
General Departments,
Bangalore.

Sir,

With reference to your office Memorandum No.875-90/F.A. dated 22nd June 1915, forwarding for my opinion, a set of draft rules describing the Disposal Number System and Record arrangement, I have the honor to state that the system seems to me to be good and one that should be desired in all offices where the correspondence is large. But in the Museum where the correspondence work is of a very limited nature pertaining only with regard to its management and does not deal with any important administrative questions, the existing system seems to answer the purpose.

I have the honor to be,
Sir,
Your most obedient servant,

G. H. Krumbiegel
Superintendent

Existing system.

Registers:- For correspondence two registers are maintained. One 'From' and the other 'To' register.

For Periodicals there is a separate register.

For exhibits there is a general register besides one for each section.

Referencing:- In the current 'From' and 'To' Registers Cross references are marked.

Disposal:- Every paper when received is first registered in the 'From' Register. It is then put up with its previous references, if any, and disposed of. All papers issued from the office are registered in the 'To' register.

Record:- All the disposed of papers are arranged in chronological order and filed in open file boards, separate boards being used for separate years.

VIII 12/8 No. 10/8 GPB—100,000—29-7-11 8l 18 D. 181/Ex. 14 13-8-15.

191

From P. Raghavendra Rao Esqr. B.A. B.L.
Inspector General of Registration
in Mysore, Bangalore

To D. M. Narasinga Rao Esqr B.A B.L.
offg: Secretary to the Government
of H.H. the Maharaja of Mysore
General Department, Bangalore

Dated 7

Despatched 11 } August 1915

Received

General No. 336

No.

Enclosure No.

Invites reference to the opinion furnished by him in his letter No 50 dated the 31st ultimo in the Excise Department

75

No. 336

Office of the Inspector-General
of Registration in Mysore,
Dated, Bangalore, 7th August 15.
11

From

P. Raghavendra Rao, Esq., B.A., B.L.,

Inspector-General of Registration in Mysore,

BANGALORE.

To

D. M. Narasinga Rao, Esq., B.A., B.L.,

Offg. Secretary to the Government of H. H.

the Maharaja of Mysore,

General Department, Bangalore.

Sir,

Adverting to your Circular No. 875-920/ E.A., dated 22nd June 1915, and reminder No. 111-152/ E.A., dated 28th July 1915 calling for an expression of my opinion re the proposed system of correspondence and record arrangement, I have the honor to invite your kind attention to the opinion furnished by me on the subject in my letter No. 50, dated the 31st ultimo, to you in the Excise Department.

I have the honor to be,

S i r,

Your most obedient servant,

D. Srinivasa Iyengar

Assistant to the Inspector-General of Registration for Inspector-General of Registration in Mysore, absent from station.

10.8.15

D. 177/EA
13-8-15

76

OFFICE OF THE SANITARY COMMISSIONER
WITH THE GOVERNMENT OF MYSORE.

Bangalore, Dated the 11th August 1915.

No. 778
Enc.

From

RAO BAHADUR T. V. ARUMUGAM MUDALIAR, ESQ., M.B.C.M.,
Sanitary Commissioner with the Government of H. H. the Maharaja of Mysore, Bangalore.

To

D.M. Narasinga Rao Esq., B.A., B.L.,
Secretary to the Government of His Highness the Maharaja of Mysore,
General Department, Bangalore.

Sir,

With reference to your office memorandum No. 875-920 E.A. dated the 22nd June 1915 forwarding for opinion a set of draft rules describing the disposal number system of correspondence, I have the honor to state that the existing system of recording all inward correspondence in a " From " Register and the outward correspondence in a " To " register has been found very convenient and satisfactory. The disposal number system would no doubt work well if all the letters that came up for disposal were invariably of that degree of importance that would lead one to expect that the development of the subject matter thereof would involve a fairly long chain of correspondence. But all ' receipts ' will not be of this character and in such cases the ordinary " From " and " To " registers would better serve the purpose than a " Current Register ". I am therefore not in favor of abandoning the existing system.

2. For the correct preparation of arrear lists and timely issue of reminders however, each clerk will be required to maintain a personal register in which he enters against the " From " number of the paper referred

From

THE SANITARY COMMISSIONER
IN MYSORE, BANGALORE.

To The Secy: to Govt:
Genl: Depts:
Bangalore

Dated

Despatched

Received

General No. 778
No.

Enclosure No.

SUBJECT.

Furnishing opinion re: the draft rules describing the disposal number system of correspondence & record arrangements.

referred to him, the subject matter of the paper and the " To " numbers of the intermediate references, till disposal is reached. This systematises the work without involving any considerable additional labour.

3. It is observed in para 8 of the draft rules, that the " From " and " To " registers are of no use for the final record arrangement, that the unit of registry is an individual paper while the unit of record arrangement is a subject bundle and that the two do not dovetail into one another. But the difficulty is easily overcome by every file, as soon as it reaches disposal, being closed and not added to as fresh correspondence arises. The files would be consecutively numbered in the disposal list and may thereafter form part of collections, classified according to subjects.

I have the honor to be,
S i r ,
Your most obedient servant,

D V Cunningham
Sanitary Commissioner.

P.H.

D. 20-100/E.A. 13-8-15 79

No. G. 88
Encls.

8120.

Office of Senior Surgeon, Mysore Govt.

Dated, Bangalore, Aug. 11 1915 191

From

Rao Bahadur T. V. Arumugum Mudaliar, Esq., M. B., C. M.,
Senior Surgeon with the Government of
H. H. the Maharaja of Mysore, Bangalore.

To

The Secretary to the Government of
H. H. the Maharaja of Mysore,
General Deptt., Bangalore.

Sir,

With reference to your office Memo No. 875-920/E.A. dated 22-6-1915, and subsequent reminder dated 28-7-1915, calling for my opinion regarding the suitability or otherwise to my office of the Disposal Number system of correspondence described in the draft set of rules forwarded with the communication first referred to, I have the honor to state as follows,-

2. The system suggested has, no doubt, all the merits claimed for it and may be worked with advantage in an office where a very largenumber of cases usually arise, involving questions of importance and entailing lengthy and prolonged correspondence.

3. In a technical department like mine, the majority of the papers dealt with is of a routine nature and of transitory importance. Cases of importance may not be many. And no difficulty has been experienced in finding the stage of progress of any important case. I would not, therefore, propose the abandonment in my office of the existing "From" and "To" registration system which has not in any way been found to be unsatisfactory and which has been well understood.

80

From

The Senior Surgeon,
Mysore Govt., Bangalore.

To

The Secretary
to the Govt. of Mysore,
General Dept.,
Bangalore.

Dated Aug. 11 1915.

No. G. 88

Encls.

Subject.

Furnishing reply to No. 875-920/E.A. dated 22-6-15 re the disposal Number System of Correspondence etc.

4. One draw-back in the present system of my office has been that as soon as an outward communication has issued with reference to a receipt, thepapers would be sent to the Records whether they were finally disposed of or not. This has been rectified under the rules in the Draft Office Manual according to which only cases in which the correspondence is finally closed will be sent to the Records. Pending cases will remain with the officials dealing with them.

5. Each official will, further, be required to maintain a personal register showing the progress of the cases entrusted to him and to prepare and submit every month, a list of papers pending, showing where and why it is pending. He will also be responsible for the issue of timely reminders. Arrear lists prepared independently by the Registering Clerk with reference to the From and To registers will serve for verification of the lists submitted by the case workers.

6. The difficulties said to arise on account of sorting and theindefinite growth of file bundles will be avoided by the case workers being made to close the correspondence on its final disposal and send it, in the form of a collection with all the chain of references marked, to the Record Room.

I have the honor to be,

Sir,

Your most obedient servant,

D V Cunningham

Senior Surgeon.

82

8128

MYSORE CITY IMPROVEMENT TRUST BOARD
CHAIRMAN'S OFFICE,
Dated, Mysore, 4th August 1915.

FROM

T.G.Lukshmana Rao, Esq., L.C.E.,

Chairman of the Board of Trustees,
Mysore City Improvements.

To

D.M.Narasinga Rao, Esq., B.A., B.L.,

Secretary to the Govt. of H. H. the Maharaja
of Mysore, General Dep. Departments.

SIR,

With reference to the General and Revenue Secretariat Office Memorandum No. 875-920/E.A. dated the 22nd June 1915, forwarding a set of draft rules describing the Disposal Number System of correspondence and record arrangement, for an expression of my opinion as regards the proposed system and its suitability to the offices of this State, I have the honour to state that under the said system the several defects noticeable in the existing ones, can be remedied, and the same may with advantage be adopted in all the offices of the State, which have to keep correspondence on a large scale with different departments, and which are equipped with sufficiently large establishments providing a decent scale of salaries to attract educated men.

I have the honour to be,
Sir,
Your most obedient servant,

T G Lukshmana Rao

Chairman.

M.

83

VIII

191

D. 184/S.A
13-8-15

From

The CHAIRMAN of the Board of
Trustees for the Improvement
of the City of Mysore.

To

The SECRETARY to the Govt. of
His Highness the Maharaja of
Mysore, Gen. ~~and Rev~~. Depts.

Dated

Despatched 10th August 15

Received

General No. 21.

Enclosures..

SUBJECT

Re the draft rules describing the disposal Number system of correspondence and record arrangement.

GBPM—500—24-11-18.

D: 20-185 / 29-1
13-8-15

Sl 22 / 85

Office of the Deputy Commissioner,

Kadur District,

Dated Chikmagalur, 9th August 1915.

From,

K. Krishna Iyer, Esquire.,

Deputy Commissioner, Kadur District.

To,

D. M. Narasinga Rao, Esquire., B.A., B.L.,

Offg. Secretary to the Government of His

Highness the Maharaja of Mysore,

General Dept, Bangalore.

Sir,

With reference to your Office Memo No. 875-920/ E.A. dated 22nd June 1915 forwarding for opinion a set of draft rules describing the Disposal Number System of Correspondence and record arrangement, I have the honor to state that the system has manifold advantages and may be adopted in the Offices of the Mysore State, According to this System, the present ' To ' and ' From ' Registers are combined into one and as all the references connected with a particular correspondence up to its final disposal are found in one place, it is very handy at any time to ascertain in what stage any particular correspondence stands and with whom it is pending without undergoing the unnecessary trouble to wade through different registers and tracing out the correspondence

VIII 11/8 [illegible] 11/8

GPB—100,000—29-7-14

84

1915-16.

From

The Deputy Commissioner
Kadur Distt.

To

The Secretary to Govt.
General Deptt.

Dated 9 August 1915.

Despatched 13

Received

General No. 94

No.

Enclosure No.

Stating opinion on the Draft Rules of correspondence & Record.

correspondence relating to the subject, which often times is not easy to do, when crossreferences have not been correctly marked by the Registering Clerk. At the same time, separate preparation of Elaborate lists of un-answered references at the beginning of each month is unnecessary under this system as the register itself furnishes the required information whenever wanted.

The introduction of this system, however, involves the employment of a better paid and more intelligent staff than at present at work.

I have the honor to be,
Sir,
Your most obedient Servant,

Deputy Commissioner,
Kadur District.

86

No. 40
Enclosure

OFFICE OF THE MUNICIPAL COUNCIL,
Bangalore City, 12th August 1915.

From

DEWAN BAHADUR RAJA SABHA BHUSHANA
K. P. PUTTANNA CHETTY, ESQ.,
Hony. President, Municipal Council,
Bangalore City.

To

The Secretary to the Government of
His Highness the Maharaja of Mysore,
~~General~~ & Revenue Departments, Bangalore.

SIR,

With reference to your Office Memorandum No.875-920/E.A. dated the 22nd June 1915, forwarding for opinion, a set of draft rules describing the Disposal Number system of correspondence and record arrangement and subsequent reminder No.111-152/E.A. dated the 28th July 1915 on the same subject, I have the honor to state that the draft Rules in question, if introduced, would greatly to minimise time amd labour, simplify the keeping of records and facilitate the picking up of references. I therefore think that the adoption of this new system of correspondence will be a decided improvement upon the existing arrangement in the offices of this State, and I recommend their being brought into force in our Offices. My Office is in a very bad state in this respect and requires thorough overhauling.

I have the honor to be,
Sir,
Your most obedient servant,

K P Puttanna Chetty

Honorary President.

37

191

From

To

Dated

Despatched

Received

General No.

No.

Enclosure No.

D. No. 205/Ex. B 88
17-8-15
191 File 36-14
Sl. 23.

From

PRESIDENT, MUNICIPAL Council
BANGALORE CITY

To
The Secretary to the Government of
His Highness the Maharaja of Mysore
Revenue Department
Bangalore.

Dated 12-8-15

Despatched

Received

General No.

No. 40

Enclosure No.

Recommending the adoption of the draft rules describing the disposal Number System of correspondence and record arrangement.

OFFICE OF THE REVENUE COMMISSIONER
IN MYSORE,

No. 2412 Bangalore, 14 ~~12th~~ August 1915.

File no 38-14
8 24.

FROM

K. Doraswami Iyer Esquire,
Revenue Commissioner in Mysore.

To

The Secretary to the Government of
His Highness the Maharaja of Mysore,
GENERAL *Department.*

SIR,

With reference to your Official Memo No.875-920/E&A dated 22nd June 1915 requesting to be furnished with opinion on the draft rules describing the Disposal Number System of correspondence and record arrangement and the marginally noted reminder on the same subject, I have the honor to state that I shall be glad to give the System a trial.

No.111-152/E&A dated 28th July 1915

I have the honor to be,
Sir,
Your most obedient servant,

K Doraswami
Revenue Commissioner.

H.V.

R. C. 4. W. No. 206/Ex. 17-8-15

90

From

K. Doraswami Iyer Esquire,

Revenue Commissioner in Mysore.

To

The Secretary to the Government of
H. H. the Maharaja of Mysore,
General *Department.*

Dated 14 August 1915.

Despatched

Received

General No. 2412

Enclosure No.

SUBJECT.

Furnishing opinion on the Draft Rules prescribing the Disposal Number System of correspondence and record arrangement proposed to be introduced in all the offices.

D. no 230/8.A. 27.8.15 91 File 36-14 8/25

1915

From

The Director of Agriculture
in Mysore, Bangalore.

To

The Offg. Secy. to the
Govt. of Mysore, Genl.
Deptt., Bangalore.

Dated 21st August 1915.

Despatched

Received

General No. 55

No.

Enclosure No.

Re. draft rules describing the disposal number system of correspondence and record arrangements, Suggenting that it would not be advisible to introduce the rules into this office as the correspondence of this office is of a scientific nature.

GPB—5,76,000—6-4-12

GPB—1,000—1-5-15

DEPARTMENT OF AGRICULTURE,
MYSORE STATE,

Bangalore,

No. 55 21st August 1915.

FROM

LESLIE C. COLEMAN, ESQ., M.A., PH.D.,
DIRECTOR OF AGRICULTURE IN MYSORE,
BANGALORE.

To

D. M. NARASINGA RAO, Esquire, B.A., B.L.,
Offg. Secretary to the Government of
H. H. the Maharaja of Mysore, Genl.
Department, Bangalore.

Sir,

With reference to the set of draft rules describing the disposal number system of correspondence and record arrangements forwarded with your letter No.875-920/E. A. dated 22nd June 1915 I have the honour to state that as the office staff is small and the correspondence mostly of a scientific nature requiring my personal attention and usually disposed of very soon, I do not think it would be advisable to introduce the rules into this Office.

I have the honour to be,
Sir,
Your most obedient servant,

Leslie C. Coleman

Director of Agriculture.

D. no 231/E-A
27.8.15
File 86-14
93 & 26.

From

191

The Commissioner of Stamps
in Mysore, Bangalore.

To

The Offg. Secretary
to the Government of H. H.
the Maharaja of Mysore,
General Department,
Bangalore.

Dated 18th August 1915.

Despatched 20th --do--

Received

General No. 124
No.

Enclosure No. Nil.

Re

"The Disposal Number System of correspondence and record arrangement".

94

No. 124

Office of the Commissioner of
Stamps in Mysore,
Dated, Bangalore, 18th August '15.
20th

From

P. Raghavendra Rao, Esq., B.A., B.L.,

Commissioner of Stamps in Mysore,

B A N G A L O R E.

To

D. M. Narasinga Rao, Esq., B.A., B.L.,

Offg. Secretary to the Government of H. H.

the Maharaja of Mysore,

General Department, Bangalore.

Sir,

Adverting to your No. 875-920/ E. A., dated 22nd June 1915, and subsequent reminder No. 111-152/ E. A., dated the 28th ultimo, calling for an expression of my opinion re == "the Disposal Number System of correspondence and record arrangement", I have the honor to invite kind reference to my letter No. 336 dated the 7th/11th instant, addressed to you in my capacity as Inspector-General of Registration in Mysore.

I have the honor to be,

S i r,

Your most obedient servant,

P Raghavendra
19.8.15.

Commissioner of Stamps.

19.8.15.

B.K.
19-8-'15.

D. No 232/8.A. 95
27.8.15 File 36-14
81 27.

1915-16.

From H. Manjunda Raja Esq., Esquire
Superintendent
Amritamahal Department
Mysore.

To Dr Rama Singa Rao Esquire BA, BL.
Offg. Secretary to Government
General Departments
Bangalore

Dated 9th August 1915.
Despatched
Received

General No. 109.
No.

Enclosure No. Nil -

States that with regard to the Disposal Number System of Correspondence and record arrangement the present practice of registering and destroying papers may be continued for reasons quoted.

No 109.

96

Amritomahal Office,
Mysore, Dated 19th August 1915.

From, H. Ranjunda Raja Urs, Esquire,
Superintendent,
Amritomahal Department,

To, D. M. Narasinga Rao Esquire,
B.A., B.L.
Offg. Secretary to Government,
General Department.

Sir,

Adverting to your memo No. 875-920/E.A. dated 22nd June 1915 and subsequent reminder No. 111-152/E.A. dated 28th July 1915 forwarding for opinion a set of draft rules describing the Disposal Number System of Correspondence and record arrangement, I have the honour to state as follows:-

The

The Amritsar Office Establishment Consists of 4 officials as given in the margin.* All the papers received in the office are registered and sent up for disposal the same day with previous references, whenever necessary.— They will be disposed of by me within a day or two as more than 75 per cent of the papers will be of routine nature. Only such of the papers as require personal enquiry, say, which will be not more than 10 per cent, will have to be kept for more than a week. As the system of registering papers in the "From" and "To" registers has been working satisfactorily from a

*
1. Head Clerk. Pay Rs 50-10-70.
1. Accountant. Rs 30/-
2. Kanarese Clerks. 18/ and 12/-

Very

Very long time and as the pay of the Establishment is not attractive, I beg to suggest that the present practice of registering and destroying papers may be Continued.

I have the honour to be,

Sir,

Your most Obedient Servant,

H Chamberlain

Superintendent,

Imm Asiatic Naval Department

The Amritsar Tahsil Office Establishment Consists of 4 Officials as given in the margin.* All the papers received in the Office are registered and sent up for disposal the same day with previous references, whenever necessary. They will be disposed of by me within a day or two as more than 75 per cent of the papers will be of routine nature. Only such of the papers as require personal enquiry, say, which will be not more than 10 per cent, will have to be kept for more than a week. As the system of registering papers in the "From" and "To" registers has been working satisfactorily from a

*
1. Head Clerk. Pay Rs 50-10-70.
1. Accountant. Rs 30/-
2. Kanarese Clerks. 18/ and 12/-

D.20233/R.A.
27.8.15

File 36-14
8 28

99

It is requested that in future communications on the subject, the No. and date of this letter, and the distinguishing letters below the number as given opposite, may be quoted and addressed to the Comptroller, Mysore Government.

the communications.

No. R. 75

OFFICE OF THE COMPTROLLER, MYSORE GOVERNMENT,

Dated Bangalore, the 19th August *195* 20 .

FROM Diwan Bahadur
J. S. CHAKRAVARTI, ESQ., M.A.,
F.R.A.S., etc.,
Comptroller to the Government of
His Highness the Maharaja of Mysore.

To

D. M. Narasinga Rao, ESQ., B.A., B.L.,

Secretary to the Government of Mysore,

General *Department.*

SIR,

I have the honour to intimate that the draft rules describing the disposal number system of correspondence and record arrangement, received with your office memorandum No. 875-92C/R.A. dated 22nd June 1915, have much in them to recommend themselves for adoption in offices whose work consist mostly of correspondence, like the Secretariat, the District and other offices, but they do not appear suitable to my office as the major portion of the correspondence done in my office is not of a running character.

2. A very large majority of cases in this office relate to matters of account which are disposed of by a simple note and at the most with the issue of an outward letter. Important Orders of Government are mostly disposed of by a note in the audit registers concerned. In such cases there is no use grouping these papers together and numbering, indexing and observing all the elaborate procedure prescribed, particularly as the number of such cases would be inconveniently large for handling, and referencing will be rendered more difficult ~~mostly~~ merely by the magnitude of the disposal list.

3. The periodical system referred to in the rules is well regulated in this office by the system of diaries which is practically

100

Rec.—Gl. 17]

.....Department.

191 5.

FROM Diwan Bahadur

J. S. CHAKRAVARTI, ESQ., M.A., F.R.A.S., etc.,

Comptroller to the Govt. of H. H. the Maharaja of Mysore.

To

.....ESQ.,

The *Secretary to the Govt. of Mysore,*

.....~~General~~.....*Dept.*

Dated 19th August 1915

Despatched

Received

No. R 75 1420

Subject matter.

Intimating that the draft rules re: disposal number system of correspondence and record arrangement, though they have much to recommend themselves for adoption in offices which have to carry on correspondence on a large scale they are not suitable for adoption in an account office like this.

what is intended in the proposed rules also. As the Diary system is working well, I don't see any need to alter it.

4. For important correspondence of a protracted nature which it is found desirable to form into a "file" or "case" and which are few in this office, the arrangements prescribed in Part Vi of this office manual seem sufficient.

I have the honour to be,

S i r,

Your most obedient servant,

Chakravarti

Comptroller.

19/8/15

SDV

D. No. 235/S.-II
27.8.15

VIII
21/8

No. 5121

File 36-14
81 29.

102

Mysore State Railways,
Central office,
Camp Mysore, dated 20th August 1915

From,

Rao Bahadur, K. Krishna Iyengar, Esq., L.C.E.,
Offg: Secretary to the Govt: of
Mysore for Railways,

To,

D. M. Narasinga Rao, Esq., B.A., B.L.,
Offg: Secretary to Government,
General Department

Sir,

In reply to your memo No: 875-920/E.A. dated the 28th June 1915, I have the honour to inform you that the draft rules therewith forwarded relating to the "Disposal Number System of correspondence and record arrangement" have been carefully examined — and I am of opinion that in spite of some insignificant advantages that could be expected therefrom it is not on the whole as suitable as our present simple system of registration, disposal and record of correspondence.

2. The system now in force in this office has been found satisfactory. The "From", "To" and "Suspend" Registers maintained in this office show the intermediate as well as the final disposal of each communication received, the replies, if any, due and received in respect of each communication. Every paper on receipt is placed in its appropriate file, a fresh file being opened for each new case, and the whole correspondence immediately connected with it is filed in chronological order. As each file is opened it is entered in a Register called the Register of Files and given a file number and is then indexed in a register called the Index Register of Files and arranged in the record room according to its serial number.

3. An arrear list is also prepared every month in which all cases that are pending disposal either in office or outside are included. This will be scrutinized and necessary action taken so that this serves as a useful check on the work of the office generally.

4. A list of the periodical reports and returns due to and from this office is also maintained and regularly scrutinized by the chief ministerial officer who will not only satisfy himself that such reports and returns have been received and despatched within the pres-

cribed

prescribed dates, but also takes necessary steps to rectify any irregularity or delay in their receipt or despatch.

5. It will thus be seen that the method in force in this office has worked well and no inconvenience has resulted from it ~~and~~ while the Disposal Number System is more elaborate and complicated.

I have the honour to be,

Sir,

Your most obedient servant,

M. Shivarama Rao

Offg. Secretary for Railways

Govt. of Mysore.

No. 181

Office of the Deputy Commissioner, Mysore District.

Dated Mysore 23rd August 1915.

105

From

.Subramanya Iyer, Esquire, B. A.,
Deputy Commissioner, Mysore District.

To

D.M. Narasinga Rao, Esquire, B. A, B. L.,
Secretary to the Government of His Highness the
Maharaja of Mysore, General Department,
Bangalore.

Sir,

With reference to your official Memorandum No. 875/20/E. A dated the 22nd June 1915 calling for my opinion on the draft Rules re the Disposal Number System of correspondence and record arrangement, I have the honor to state that the draft rules being an improvement on the present system seem to be suitable and may be adopted in the several offices of the State.

I, however, beg to offer the following suggestions for the consideration of Government.

(1) Rule 23 (last clause):- The mode in which old undisposed of current papers of one year are to be carried forward to the current registers of the subsequent year may be clearly defined, i. e., whether the old current numbers should be repeated or whether fresh numbers are to be given to them in the new current register.

(2) Rules 30 and 33:- Whether the special and technical registers such as Darkhasts and Loan applications, copy applications etc., should be maintained by the clerks in charge of current registers or by the disposing clerks themselves may be made clear, as there is the possibility of the darkhast and other applications being abstracted etc. without fear of detection if the disposing clerk himself has to maintain the special registers and the said

Q. No 236/E.A. 27.8.15 GPB-100,000-29-7-14 Flo No 36-4 Sl. 30. 126

1915-16.

From

The Deputy Commissioner of Upper Delhi.

The Secretary to the Govt. of H. H. the Maharaja of Mysore General Department.

Dated } 23rd August 1915
Despatched }

Received

General No. 681
No.

Enclosure No.

Forwarding his opinion on the Draft Rules re the Diversal Number of System of Correspondence and record arrangement.

(Continued) :-

applications do not find a placein any other current register. The necessity or otherwise for entering the papers noted in the special registers in the Personal Register of the disposing - clerk (Vide Rule 33 and the note thereto) will depend upon the decision regarding the point raised above.

(3) Rule 40 :- mThe draft rules seem to contemplate the - maintanance of only one set of current, petition and periodical registers both for English and vernacular correspondence and that in the case of final orders and reports and communications made in Kanarese (such as those referred to in Rule 39), it is believed that Kanarese copies of the same have to be retained in the offie of their origin and given over for custody to the record keeper of the said office. A note may perhaps be added to the rule to make the above point clear.

(4) Rule 48, 49, and 50 :- Column 10 of the Disposal list may with advantage be omitted and separate registers for the - Record Keeper prescribed with suitable columns opened for the - date of receipt of the disposal file by the Record Keeper and the date on which the file was indexed etc.

(5) Rule 48:- Periods of preservation of papers of the B. series may in conformity with the existing rules relating to the sorting etc of Revenue Records be fixed at 30, 20 and 10 - years as the relative importance of the papers may require.

(6) Rules 46 and 50 Para (4):- The disposing clerk cannot pass on the files with drafts to the disposal list clerk and simultaniously return the previous references i.e, put-up files to the Record Room, for after making fair copy and obtaining - signature of the officer, the file has to be sent to the disposal list clerk who after posting up the disposal list must return - the file to the current register clerk who after making the necessary entries in his register will pass it on to the disposing clerk. It is only then that the latter can note the chain of - reference and return the put-up files, direct to the Record Room, and the latest disposed of file to the disposal list clerk who

who will pass it on to the Record Keeper after taking his initials in column 9 of the dispsal list.

I have the honor to be,

Sir,

Your most obedient servant.

Deputy Commissioner,
Mysore District.

All Communications should be addressed by title and not by name.

Telegrams
"STATERAIL"
CODE-5TH EDITION A.B.C.

File 36-114
Sl 31
109

D. No 268/S.A
1.9.15

OFFICE OF THE ENGINEER-IN-CHIEF,
MYSORE STATE RAILWAY CONSTRUCTION,

Bangalore,.....30th.....August....*1915* .

No. 8803

FROM

The Engineer-in-Chief,
Mysore State Railway Construction Department,
BANGALORE.

To

D. M. Narasinga Rao, Esq., B.A., B.L.,
Secretary to the Government of
H. H. the Maharaja of Mysore,
General Department, Bangalore.

S i r,

I have the honour to acknowledge receipt of your memorandum No.875-920 of the 22nd June, forwarding a set of draft rules describing the "Disposal Number system of correspondence and record Management" and as requested, to offer the following remarks as regards its suitability to the offices of this Department:--

(1) The system proposed will be suitable to large offices such as the General and Revenue Secretariat divided into several branches manned by sufficient number of case workers or drafting clerks.

(2) The system will not be suitable to small offices consisting of a very few clerks.

On Railways which have to be worked on Commercial and productive principles where the working expenses have to be kept down as low as possible, compatible with efficiency, not exceeding a certain percentage of the gross earnings, it is not possible to entertain large office

large office Establishment essentially necessary to adopt the proposed system.

Subject or case file system now in force in this department is quite suitable for the Railway Offices where the staff employed are all temporary at present and are subject to constant changes due to the expansion or contraction of the Railway programme.

It is quite possible also with the latter system to maintain the efficiency of the offices by means of daily or weekly reports of arrears obtained from several branches and this system is in force in my office where the work is generally up-to-date.

I have the honour to be,
Sir,
Your most obedient servant,

Engineer-in-Chief,
State Railway Construction.

AS.

30/8

No. 363 D. 20. 277/E.A 3-9-1915

File no 36-114.

GPB—2,000—11-10-18 8182

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT STATIONERY.

Dated Bangalore, 31 August 1915.
1st Sept 1915

FROM

C. H. YATES, ESQ.,
SUPERINTENDENT, GOVERNMENT STATIONERY,
BANGALORE.

To

D. N. Narasinga Rao, Esq., B.A., B.L.,
Secretary to Government, General Department, Bangalore.

SIR,

Referring to your letter No.875-920/E.A. of 22nd June last, I have the honor to inform you that the Disposal number system of correspondence and record referred to therein is very suitable and may be adopted, but an additional hand may be required for working the system satisfactorily.

I have the honor to be,
Sir,
Your most obedient servant,

C. H. Yates

Superintendent of Stationery.

V.S.

Viii
15/9/45
15/9/45

D. 314/E.A 112
16-8-45
File no
36-14.
Sl 33.

191 .

From

The Superintendent,
Mysore Revenue Survey
and Settlement.

To

The Secy. to the Govt. of
H. H. the Maharaja of Mysore,
Genl. ~~& Rev.~~ Depts.

Dated 14th September 1945

Despatched

No. 57
Enc.

SUBJECT.

Opining that the proposed 'Disposal Number System of correspondence and record arrangement' possesses many advantages which are not secured by the existing method of registers.

NO. 57

Office of the Superintendent,
Mysore Revenue Survey,
Dated, Bangalore 11th Sept 1915.

From

D. K. Darashah, Esqr., B.A.,
Superintendent of Revenue Survey
and Settlements in Mysore.

To

D. M. Narasinga Rao, Esqr., B.A.,B.L.,
Secretary to the Government of H. H. the
Maharaja of Mysore, General Department.

Sir,

With reference to your Official Memorandum NO. 875-920/E.A dated 22nd June 1915, calling for my opinion on the 'Disposal Number System of correspondence and record' arrangement, I have the honor to state that the proposed system appears to possess many advantages which are not secured by the existing method of registry. The sample registers shown in the booklet are self-contained and present a complete and comprehensive view of all correspondence from inception to final conclusion. The subsequent treatment of files disposed of also appears to have been placed on a basis calculated to prevent difficulties either in the filing of papers or in the picking them up for reference. The work of registering the correspondence is now generally entrusted to men of relatively low qualifications, which has partly been the cause of defects discovered in the working of the existing system. Good care and skill will be necessary in maintaining the proposed registers, and the qualifications

and

and status of the men employed would have to be of a more advanced kind.

In offices where the receipts and issues are very numerous, I think an additional clerk will have to be found for the work of the disposal clerk contemplated in the rules, if it is decided to adopt the proposed system.

I have the honor to be,

Sir,

Your most obedient servant,

Bhamachah

PVK.

Superintendent.

No. 41.
Enc. nil

Office of the Superintendent of
Inam Settlements in Mysore,
Dated Bangalore, 16th September 1915.

From

D. K. Darashah Esq. B.A.
~~Rajaharya Prasakta~~
~~D. Shama Rao, Esq., R.B.,~~
Superintendent of Inam Settlements
in Mysore, Bangalore.

To

D. M. Narasinga Rao Esq. B.A.B.L.
Secretary to the Government of
H. H. the Maharaja of Mysore,
Genl. ~~and Rev.~~ Depts.

Sir,

With reference to your office Memorandum No. 875-920/E.A. dated 22nd June 1915 forwarding for opinion a set of draft rules describing the disposal Number system of correspondence and record arrangement, I have the honor to state that the system proposed commends itself to me for reasons detailed in my letter No. 57 dated 14th September 1915 written from the Survey office.

I have the honor to be,
Sir,
Your most obedient Servant
D. K. Darashah
Superintendent of Inam
Settlements in Mysore

GPB—200—20-3-12

VIII 17/9

116 DIARY No. 351

10/4 -1915
SECTION 8 ص
1915 No. 36-14
SERIAL No 34

From

The Superintendent,
Inam Settlements
in Mysore.

To

The Secy. to the Govt. of
H. H. the Maharaja of Mysore
Genl. ~~& Rev.~~ Depts.

Dated
Despatched 16th September 1915
No. 41
Enc. Nil

SUBJECT.

States that the draft rules describing the Disposal Number system and Correspondence & Record management is commendable.

GPB—3,210—1-6-15

Edn. 15]

OFFICE OF INSPECTOR-GENERAL OF EDUCATION IN MYSORE.

No. 5021 / 224

Bangalore, 14th September *1915*

From

Rao Bahadur
M. SHAMA RAO, ESQ., M.A.,
Inspector-General of Education in Mysore.

To

D.M. Narasinga Rao, ESQ., B.A., B.L.,
Secretary to the Government of H. H. the Maharaja of Mysore,
General *Department.*

SIR,

With reference to your letter No.875-920/E.A. dated 22nd June 1915 forwarding for my opinion a set of draft rules regarding the Disposal Number System of Correspondence and record arrangement, I have the honour to state that the system followed in the Madras Presidency on which these rules are based, is no doubt advantageous, especially in offices where correspondence is carried on at some length before a case assumes the final stage. Disposal Number system, however, can only be resorted to in particular cases according to the merit of such cases, as the system entails much time and labour. If it is to be followed wholesale, a large number of hands than we have now will be needed.

I have the honour to be,
Sir,
Your most obedient servant.

Asst. to the Inspector General
For Inspector General.
(Absent from station)

TNR

118

DIARY No. 332

1914 GPB—8210—1-6-15

SECTION E. A B.

FILE No. 36-14

SERIAL 35

Edn. 15]

From

Rao Bahadur

M. SHAMA RAO, Esq., M.A.,

Inspector-General of Education in Mysore.

To

The Secretary to the Govt. of H. H. the Maharaja of Mysore,

.....~~Educational~~ General.....Depts

No. 5021/224

Dated 14. 9. 1915

Received

No. of Enclosure.

Subject

Submitting the Inspector General's Views re the introduction of the Disposal Number System of Correspondence

DI... No. 328
...-1915.
...CTION E.A.B
FILE No. 36-14
SERIAL No 36.

Office of the Deputy Commissioner Hassan District.
Dated 14th September 1915

From

B. Ramaswamaiya Esqr B.A. & B.L.
Officiating Deputy Commissioner
Hassan District.

To

D. M. Narasinga Rao Esqr B.A. & B.L.
Secretary to Government of
H.H. the Maharaja of Mysore
General Department.
Bangalore.

Sir,

With reference to your Official Memorandum No 875-920 E.A. dated 22nd June 1915 forwarding a copy of draft Rules describing the Disposal Number System of Correspondence and requesting arrangement and calling for my opinion in respect of its suitability to the different Offices here, I have the honor to state that the system is a distinct improvement on the

VIII 16/9

GPB.—100,000—29-7-14

120.

1915-16

From

B. Ramaswamaiya Esq.
Officiating Deputy Commissioner
Hassan District.

To

D. M. Narasinga Rao Esq.
Secretary to Government of
H. H. the Maharaja of Mysore
General Departments
Bangalore.

Dated 16-9-1915.

Despatched

Received

General No. 103

No. 5

Enclosure No. nil

Forwarding opinion regarding disposal number system of correspondence referred to in O.M. No 875-92 E.A. dated 22nd June 1915.

higher than at present to appoint suitable and qualified men. If provision is made in these respects the system may be brought into force.

I have the honor to be
Sir,
Your most obedient Servant
J Ramaswami
Officiating Deputy Commissioner

ka

existing one and may be brought into force with advantage. Only two points however required to be considered in the connection. The first is that the system can be brought into force with fair facility and worked in offices where the correspondence and records are all in the English language, while that will not be the case in offices where the correspondence is wholly in Canada or partly in Canada and partly in English. Secondly the staff employed in registering the incoming and outgoing papers and keeping the registers &c. will require to be of far higher qualifications than those now employed under the present system.

The number of men to be employed for the work may also have to be increased, and the pay fixed for them will certainly have to be

D. no 373/E.A.
DIARY No.

no 1737
4/3/14

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1914 - 1915
SECTION E. A.
FILE No. 36 — 44
SERIAL No. 37

Chief Court of Mysore,
Bangalore, dated the 4th October 1915.

FROM

N.T. Gopaliengar, Esq., B.A., LL. B.,
Registrar of the Chief Court of Mysore.

TO

D. M. Narasinga Rao, Esq., B.A., B.L.,
Secretary to the Government of Mysore,
General Department.

S i r ,

Adverting to your official memorandum No. 875-920/E.A. dated the 22nd June 1915 forwarding for opinion a set of draft rules describing the disposal Number System of correspondence and record arrangement, I am directed to state that the system proposed is, no doubt, a great improvement on the present hap-hazard way of registeri correspondence on important subjects. I am to add that the Judges would introduce it now in the Chief Court Office and in the District Court, Mysore, where the District Judge is inclined to try it and tha when this Court officials have learned the work they will, if it is found desirable, be able to instruct men in other courts. The Judges are not in favour of introducing the system all at once in all the offices of the subordinate courts in the State until it is seen how far it may entail increased work and possible increase of establishme

The great value of the system is that it renders it unlikely that old and often important correspondence will be lost sight of and it is in the superior courts when matters of administrative importance are finally disposed of that it is most important to have well kept registers of correspondence and well arranged records.

Manuscript registers may it is thought be opened at first in the forms suggested in your letter so far as they are applicable to Civil Courts and their use will shew whether any alteration or simplification have to be made. That can best be done by experience.

I have the honor to be,

Sir,

Your most obedient servant,

H. Gopalmenon

REGISTRAR.

H.C.C.

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Deputy Commissioner's office,
Kolar District,
Dated Kolar, 13th October 1915.

DIARY No. 407

1915-1916.
SECTION G.A.B.
No. 36 of 1914
SERIAL No. 38

From

P. F. BOWRING, Esquire., J.P.,
Deputy Commissioner, Kolar District.

To

D. M. Narasinga Rao, Esquire., B.A. B.L.,
Secretary to the Government of Mysore,
General Department, Bangalore.

Sir,

With reference to your official memorandum No.875-920 dated 22nd June 1915, forwarding a set of draft rules describing the Disposal Number System of correspondence and record arrangements and calling for my opinion as regards their suitability to the offices of this State, I have the honor to state as follows:-

2. On a careful perusal of the rules, it appears to me that the proposed system is superior to that now in vogue in the District offices and those subordinate to them, viz, the Sub-Division and Taluk offices. The present system which is the same as it was a generation ago is very cumbrous and while involving great labour presents considerable difficulties in tracing references in insuring questions being disposed of within reasonable periods and to this may be attributed the complaint of delay in the disposal of subjects in the Revenue Department.

3. While a change in the existing methods of correspondence and record arrangement in the District office and

the offices subordinate to it is very necessary, I am not prepared to say whether the proposed system which has been gradually evolved to suit the working of offices in the Madras Presidency should be introduced as a whole in the Revenue offices of the State. Considerable difference exists between a Collector's office in the Madras Presidency and a Deputy Commissioner's office here, as regards the sections into which they are respectively divided and as regard arrangements made for supervising and checking the work of officials. In the Madras Presidency, correspondence between the District office and the Subordinate offices is -- carried on to a greater extent in English than here which is a distinct advantage for the speedy disposal of papers. A similar larger use of English in correspondence in this Sta would be possible, only in case the Sub-Division and Taluk offices be manned to a larger extent by officials with good English knowledge and the above standard cannot be reached for several years more unless proficiency in the English language is rigorously insisted upon for all applicants to appointments in the Revenue Department.

4. Under the Disposal System, differences of language are not recognized in registering communications, English and Vernacular being treated alike (vide para 3 of rule 23). If the Disposal System be introduced, the English and Munshi Department in the District office, so far as the registering and issuing work is concerned must be amalgamated.

5. In the District Office at present, there is a set of rules for the arrangement, preservation and destruction of papers for the vernacular records. For the English records there are no such clearly defined set of rules.

If the Disposal System be introduced, it will involve framing of modified rules applicable to both English and Vernacular records superceding to a great extent the existing rules for the vernacular records. (vide Rule 5).

6. In this connection, I cannot help referring to a few facts relating to the work of the District offices in the State. The present organization of the District office is antiquated and has to be altered thoroughly if the quality and amount of work turned out should be perceptibly improved. The Account Department is too large for one Ministerial Head (The Head Accountant) to manage and at the same time to do justice to his own special papers which are of a varied character and some very complicated.

The position of the Head clerk is anomolous. Being a fixture in the English Department, the work on which he is employed prevents his services being utilized more largely for original work of important nature like the English Head clerks in the Madras Presidency.

In the recent District office Revision Scheme, the Government have directed that there should be only one Record section for the whole District office, the existing system of 3 records viz, the vernacular records under the supervision of the Head Record Keeper, the English records under that of the Head clerk and the Judicial records, being amalgamated with an official of status to manage the entire records. But for want of hands in the District office, it is found very difficult to give effect to this change.

7. In fact, if the Disposal System has to be introduced, the District office has to be remodelled on the lines of a

Collector's office of course with slight modifications to suit local conditions. The question is a large one and in my opinion the question of its adoption in the District office cannot be profitably dealt with without taking up at the same time the subject of reorganization of the District Office, with such additional hands as would be necessitated in the process. Any extra outlay in establishment charges involved in the suggested reorganization would more than compensate Government by a smoother working of the machinery of District Offices, the larger output and better quality of work and finally by a considerable reduction of the time taken up by Revenue questions to reach a stage of final disposal.

I have the honor to be,

Sir,

Your most obedient servant.,

Deputy Commissioner,
Kolar District.

No. 98 VIII 43/14/10-15

DIARY No. 408
1915-1916.
SECTION E.A.B.
FILE No. 36 of 1914.
SERIAL No. 39

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Mysore Archaeological Office,
BANGALORE, 13th October 1915.

From

R. Narasimhachar, Esquire, M.A.,
Officer in charge of Archaeological Researches in
MYSORE,

To

D.M. Narasinga Rao, Esquire, B.A., B.L.,
Secretary to the Government of
His Highness the Maharaja of Mysore,
General Department, BANGALORE.

Sir,

With reference to your office memorandum No. 875-920/E.A. dated the 22nd June 1915 and subsequent reminders No. 111-152/E.A. dated the 28th July 1915 and No. 606-620/E.A. dated the 1st October 1915 calling for my opinion on a set of draft rules describing the Disposal - Number System of correspondence and record arrangement and their suitability to the offices of this State, I have the honour to state that the system seems on the whole to offer better scope for the speedy despatch of correspondence work and to ensure efficient methods of the sorting and arrangement of records and their timely destruction.

2. I also recognise the advantages of the system as discussed in paragraphs 1 to 13; but should like to alter the standard period of preservation in the case of some papers not intended to be permanently retained, from 2 years to 3 years, as I think 2 years form too short a period for preservation.

3. I generally approve of the forms which show the manner in which the principal registers are written up, but, as the various registers to be maintained under the proposed system will mainly depend upon the volume and nature of the work in each office, it may not be necessary to maintain all the registers mentioned in paragraph 21 in each and every office.

4. I am, on the whole, of opinion that the proposed system deserves a fair trial as it is suited to most of the offices of -- this State.

I have the honour to be,

Sir,

Your most obedient servant,

R. Narasimhachar

Officer in charge of Archl. Researches in MYSORE.

D. no 4925 E-A. 6. 12-15 1915-16.

GPB—50,003—25-9-15

From

The Deputy Commissioner,
Chitaldrug District.

To

The Secretary to Government,
General Department,
Bangalore.

Dated

Despatched 4th December 1915

Received

General No. 275.
No.

Enclosure No. —

Furnishing opinion on the set of draft rules describing the disposal number system of correspondence and record arrangement and their suitability to the offices in this State —

Office of the Deputy Commissioner,
Chitaldrug District.
Dated Chitaldrug, 3rd December 1915.

From

C. S. Balasundaram Iyer Esquire B.A.,
Deputy Commissioner,
Chitaldrug.

To

D. M. Narasinga Rao, Esquire, B.A., B.L.,
Secretary to the Government of
H. H. the Maharaja of Mysore,
General ~~and Revenue~~ Departments,
BANGALORE.

SIR,

With reference to your official memorandum No.875-920/E.A. dated 22nd June 1915 calling for my opinion on the set of draft rules describing the Disposal Number System of Correspondence and record arrangement and their suitability to the offices in this State, I have the honor to state as follows:-

The rules were distributed among the two Sub Division Officers, the Amildars of Taluks and the Deputy Amildar of Harihar. They were further discussed at a meeting with these officers, on the 26th November. It is recognised by all that the proposed system is an improvement over the existing one in that it facilitates the work both of the current correspondence by spotting out at what stage exactly a paper is and in that the disposed of papers are promptly sent to the Record Room and arranged and kept there in that order. Another advantage of the proposed system is that it enables the preparation of the list of pending papers with more accuracy.

On the other hand, it may be said that the system is elaborate and may lead to some confusion in the beginning owing to paucity of capable and intelligent hands. In order to avoid confusion the following transition arrangements are suggested. If the new system is to come into force fully from 1st July next, it may be ordered that from now all new correspondence should be carried on under the new system and old correspondence under the existing

system up to 1st July. As much of the old files as possible should be closed before the 1st July next, from that date the new system will apply to the whole correspondence. This existence of both the old and the new systems side by side for a certain time will enable the officials to become acquainted with the new system gradually and will create less disorganisation than if an abrupt change has to be made from and after a particular date. As there is no difference in the registering of English and Vernacular papers, the work in the English and Munshi sections may be amalgamated. As regards the arrangement of the Records, English, Vernacular and Judicial, the Revision Scheme has laid out that all the three should be amalgamated under one capable official of status and capacity. But owing to want of accommodation in the Records Room, the amalgamation has not been given effect in this District. It is therefore requested that if the Disposal System should be introduced and in my opinion it may with advantage be done so, a further reorganisation of the District Offices with the allotment of one or two additional hands with fair qualifications on a decent pay will be necessary. Additional accommodation for records will also be necessary.

I have the honor to be,

S I R,

Your most obedient servant,

Deputy Commissioner,

Chitaldrug District.

S.V.

Files

VIII

143

GPB—250—22-11-15

M.S.L.I.
O. 20

OFFICE OF THE SECRETARY,
MYSORE STATE LIFE INSURANCE COMMITTEE,

No. 4059.
Enc.

Bangalore, dated 8th Feb: 1916.
25-2-16

FROM

Rajamantrapravina Diwan Bahadur
J. S. CHAKRAVARTI, ESQ., M.A., F.R.A.S., etc.,
Secretary, Mysore State Life Insurance Committee,
Bangalore.

To

D. M. Narasinga Rao Esq., B.A., B.L.,
Secretary to the Government of His
Highness the Maharaja of Mysore, General
Department, B a n g a l o r e.

SIR,

In reference to the draft rules describing the disposal number system of correspondence and Record arrangement received with your Office Memorandum No: 875-920/E.A. dated the 22nd June 1915, I have the honour to state that all correspondence carried on in the Insurance Office are in reference to (1) Proposals submitted for Insurance (2) Policies issued and brought on the books (3) Correspondence with Government relating to addition and amendments to Insurance Rules and on particular questions relating to particular Policy-holders and (4) Miscellaneous such as supplying rules, copies, and other general information required by insured persons. The first and second items of correspondence are carried on in printed slips in duplicates and replies are received noted on them and they are attached to the proposals before and after their acceptance and issue of Policies; the issue of the printed slips and the reply received is noted on the proposal or the Ledger page to which it relates. In the third class, correspondence relating to particular Policy-holders are filed with their papers, While those relating to rules, are separately filed. At every quarterly meeting of the Insurance Committee an account is submitted of the work done during the quarter when arrears of work in

INSURANCE.

the Office is scrutinised. Arrangement for a monthly scrutiny is also being made and an Office Manual is nearing completion. The present simple system of correspondence and maintenance of records have been found to work well and the disposal number system and the record arrangement now proposed do not in my opinion appear to be suitable to the Insurance Office.

A.K.

I have the honor to be,

Sir,

Your most obedient servant,

S. Sankaranarayanan

Secretary

E A (8) 77 144

Office of the Conservator of Forests in Mysore.

No. 6945 Dated, Bangalore, 7th January 1916.

From

M. G. Rama Rao Esquire, B.A.,
Conservator of Forests in Mysore,
BANGALORE.

To

D. M. Narasinga Rao Esquire, B.A., B.L.,
Secretary to the Government of
H. H. The Maharaja of Mysore,
General Department.

Sir,

Adverting to your memorandum No.875-920/E & A dated the 22nd June last, forwarding for opinion, a set of draft rules describing the Disposal Number System of --- Correspondence and Record arrangement, I have the honour to state that I have carefully gone over the rules and am of opinion that they can, with advantage, be introduced in an Office with a large staff where a large number of -- hands could conveniently be spared for maintaining the -- registers and the arrangement of records in the manner -- indicated in the above. Even in a large Office, it is not possible to introduce the change all at once, unless a good grounding is given to the Staff employed at present by deputing them to learn the work for some time in some of the -- Offices in Madras where the system is in vogue from a long time.

I have the honour to be,
Sir,
Your most obedient servant,

Conservator of Forests in Mysore

1155

S.O

Proceedings of the Govt. of H.H. the Maharaja of Mysore.

Order.— No. 77-E.A.G
Dated ... May 191

The attention of the Government has, for some time past, been drawn to the necessity of improving the system of registering and disposing of official correspondence in several departments of the State. The filing of papers in chronological order which prevails in some offices and the practice of arranging correspondence by subjects which prevails in others are neither satisfactory and difficulties having been experienced owing to the growth of correspondence and the complexity in the nature of the work in several Departments and offices

in dealing adequately with all matters that come up for disposal, in checking arrears of work and in taking timely action according to the needs of each case, it has been considered necessary to devise a method for the better arrangement of records as well as periodical destruction of papers. With these objects in view, the Government, after necessary investigation, circulated a set of draft rules based mainly on the Madras Disposal Number System for the opinion of the Heads of Departments and Dy. Commissioners of Districts, in their Memorandum No. 875-920, E. A. dated 22. 6. 1915

The opinions expressed in the majority of instances are favorable to the introduction of

of the system, although there are some officers who have raised certain difficulties a regards its immediate introduction into their offices.

2. Government have given their most careful consideration to the matter and are ~~hereby~~ pleased to order that the Disposal Number System as described in the rules now approved, a copy of which is appended to these Proceedings, should be introduced in the offices of the Revenue Commissioner, and the Deputy Commissioners of Districts, with effect from the 1st July 1916. The Revenue Commissioner is requested to take immediate steps so that all the necessary arrangements to introduce the system from the above date, may be completed in time and the introduction facilitated simultaneously in his office as well as in all the Dy. Commrs' offices under his control.

3. It will be observed from the rules that the greatest importance

importance is attached to the Current as well as the Disposal Register. The former keeps automatically a record of all the business that comes up for disposal, helps the checking of arrears at any stage of correspondence and locates the responsibilities on account of delay or neglect. The Disposal Register, on the other hand, provides the means of recording and indexing all disposed of correspondence, affords information to the inspecting officers at a glance, as to the period taken for disposal and gives a correct guide for the destruction of records according to the Schedule laid down, after they are no longer required for reference.

4. In following the Disposal Number System, particular attention is necessary in regard to the general scheme of arrangement of records, the determination of the registers required to be maintained under Rule 21, the elimination of papers from the system

system, which do not require registration under Rule 30, the framing of a stock list of periodical returns and reports and a stock list of registers under Rules 25 and 63; and the classification of all disposals under R, ~~A~~ and D series, to facilitate preservation and periodical destruction. Although the rules appear to be somewhat elaborate, there is no reason to suppose that their ~~gradual~~ introduction ~~of the system~~ will entail any additional labor or trouble to the existing establishment. Govt: therefore, desire to impress on the Heads of all the offices to which the system will now apply, the necessity of directing the chief ministerial officers thereof to get themselves closely acquainted with the rules and to be personally responsible for strict adherence to them in future. No proposal for the entertainment of any additional staff will, on this score, be viewed with favor until some experience has been gained of the working of the system in the chief revenue

offices of the State.

5. The Revenue Commissioner is requested to issue such instructions as will ensure registration of all pending papers on the 1st July 1916, in the new registers now prescribed. The introduction of the scheme need not, however, affect the arrangement of the old records for the present. Separate orders will issue for the sorting of these records and for steps to be taken in due course for the destruction of unnecessary records. The period of preservation of the different classes of registers prescribed under the system is given in Rule 74 which should be carefully followed. It is also necessary to make a careful discrimination between papers that are fit for retention permanently and those fit for destruction after a period ~~of three and ten years respectively~~ certain. say 3 or 5 years. 4 & 10 years resp?

There may, on the other hand, be papers which are fit for destruction

destruction even at shorter intervals. The Rev. Commr: is requested to prepare a schedule classifying all the records and correspondence relating to the Rev: Department arising in his own office and in the offices of the Dy. Commrs: noting against each the period of destruction and submit the same for the approval of Government. ~~A tentative list~~

6. All necessary registers and forms will be printed and may be obtained on indent from the Supdt: Government Stationery.

7. The Rev. Commissioner is requested to make a special report on the working of the System at the end of one year.

8. The question of introducing the system in other Departments and offices will be taken up in due course when the

Departmental

Departmental Manuals concerning those offices are finally approved of by Government.

Dictated

19.4

D. M. Ratnasingam Rao
Secretary to Govt.
General Department.

To,
The Rev Conr
[illegible]
Dy Comrs of Roads

153

G. R. S. 26]

File No. 71/EAS.

Serial No.

Diary No. of letter replied to .....

No.

General and Revenue Secretariat

( )

, *the* 191 .

Date of issue 7. 6. 16

Signed by Mr Jayaram Iyer

To

The Private Secretary

to H. H. the Maharaja

of Mysore

Sir,

I am ~~directed~~ directed to forward two copies of the undermentioned G.O.s issued by the Efficiency Audit Branch of G. R. S.

1. G.O. no 77/E.A.G. of 17.5.16. Directing the introduction of the Disposal number System

2. G.O. no 39(a) P.A.G. of 18.5.16. Sanctioning the Record rules for the Offices of the Mysore Cavalry Regiments and the Military Stores

over.

SUBJECT.

White 7/6

In G.O. no 39(b) & Alg. of 18.5.16.
Sanctioning the Record Rules for the
Infantry Regimental Offices

I have be

[illegible]
Secretary Govt
Depn

List of enclosures

Copied by

Examined by

GPB—20,000—10-10-14

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Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G.O. No. 77—E. A. G., dated 17th May 1916

Disposal Number System.

Directs the introduction of the — in the offices of the Revenue Commissioner and the Deputy Commissioners of Districts from the 1st July 1916.

No. 77—E. A. G. DATED 17TH MAY 1916.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

Order No. 77—E. A. G. dated 17th May 1916.

The attention of the Government has, for some time past, been drawn to the necessity of improving the system of registering and disposing of official correspondence in several departments of the State. The filing of papers in chronological order which prevails in some offices, and the practice of arranging correspondence by subjects which prevails in others are neither satisfactory, and difficulties having been experienced owing to the growth of correspondence and the complexity in the nature of the work in several departments and offices in dealing adequately with all matters that come up for disposal, in checking arrears of work and in taking timely action according to the needs of each case, it has been considered necessary to devise a method for the better arrangement of records as well as periodical destruction of papers. With these objects in view, the Government, after necessary investigation, circulated a set of draft rules based mainly on the Madras Disposal Number System for the opinion of the Heads of Departments and Deputy Commissioners of Districts, in their Memorandum No. 875-920—E. A., dated 22nd June 1915. The opinions expressed in the majority of instances are favorable to the introduction of the system, although there are some officers who have raised certain difficulties as regards its immediate introduction into their offices.

2. Government have given their most careful consideration to the matter and are pleased to order that the Disposal Number System as described in the rules now approved, a copy of which is appended to these Proceedings, should be introduced in the offices of the Revenue Commissioner and the Deputy Commissioners of Districts, with effect from the 1st July 1916. The Revenue Commissioner is requested to take immediate steps so that all the necessary arrangements to introduce the system from the above date, may be completed in time, and the introduction facilitated simultaneously in his office as well as in all the Deputy Commissioners' offices under his control.

3. It will be observed from the rules that the greatest importance is attached to the Current as well as the Disposal register. The former keeps automatically a record of all the business that comes up for disposal, helps the checking of arrears at any stage of correspondence, and locates the responsibilities on account of delay or neglect. The Disposal register, on the other hand, provides the means of recording and indexing all disposed of correspondence, affords information to the inspecting officers at a glance, as to the period taken for disposal, and gives a correct guide for the destruction of records according to the schedule laid down, after they are no longer required for reference.

4. In following the Disposal Number System, particular attention is necessary in regard to the general scheme of arrangement of records, the determination of the registers required to be maintained under Rule 21, the elimination of papers from the system, which do not require registration under Rule 30, the framing of a stock list of periodical returns and reports and a stock list of registers under Rules 25 and 63, and the classification of all disposals under R and D series to facilitate preservation and periodical destruction. Although the rules appear to be somewhat elaborate, there is no reason to suppose that their introduction will entail any additional labor or trouble to the existing establishment. Government therefore desire to impress on the Heads of all the offices to which the system will now apply, the necessity of directing the chief ministerial officers thereof to get themselves closely acquainted with the rules and to be personally responsible for strict

adherence to them in future. No proposal for the entertainment of any additional staff will, on this score, be viewed with favor until some experience has been gained of the working of the system in the chief Revenue offices of the State.

5. The Revenue Commissioner is requested to issue such instructions as will ensure registration of all pending papers on the 1st July 1916, in the new registers now prescribed. The introduction of the scheme need not, however, affect the arrangement of the old records for the present. Separate orders will issue for the sorting of these records and for steps to be taken in due course for the destruction of unnecessary records. The period of preservation of the different classes of registers prescribed under the system is given in Rule 74 which should be carefully followed. It is also necessary to make a careful discrimination between papers that are fit for retention permanently and those fit for destruction after a period of two and ten years respectively. The Revenue Commissioner is requested to prepare a schedule classifying all the records and correspondence relating to the Revenue Department arising in his own office and in the offices of the Deputy Commissioners noting against each the period of destruction and submit the same for the approval of Government.

6. All necessary registers and forms will be printed and may be obtained on indent from the Superintendent, Government Stationery.

7. The Revenue Commissioner is requested to make a special report on the working of the system at the end of one year.

8. The question of introducing the system in other departments and offices will be taken up in due course when the departmental manuals concerning those offices are finally approved of by Government.

D. M. NARASINGA RAO,
Secy. to Govt., Gen. Dept.

To—The Revenue Commissioner.
The other Heads of Departments.
The Deputy Commissioners of Districts.
The Superintendent, Government Stationery.

Exd.—C. R.

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RULES

OF

CORRESPONDENCE AND RECORD.

RULES OF CORRESPONDENCE AND RECORD.

I.—INTRODUCTION.

Brief explanation of the Disposal Number System.

The practice hitherto has been to register inward correspondence in one book or in one set of books and the outward correspondence in a different book or set of books. Under the Disposal Number System all papers whether they form inward or outward correspondence are registered in one register known as the "Current Register" and all entries relating to a particular correspondence are grouped together. This continues so long as the correspondence is pending. When disposal is reached, that is to say, when the file is closed, it is carried forward to what is called the disposal list and there serially numbered, this serial number being noted at the same time in the Current Register. The disposal number is put on the communication or order closing the correspondence and becomes the number of the entire file by which it is ever afterwards known.

2. The Disposal Number System thus employs two registers which at first sight might appear to resemble the "From" and "To" Registers now in use, but the resemblance is only superficial.

The Current Register is intended to keep track of all correspondence both inward and outward, till it is disposed of. It is a combined register of receipts and issues, and the entries relating to any particular correspondence are grouped together so as prominently to show the stage at which the correspondence stands and whether it is pending in the office or outside.

3. The disposal list is not the ordinary "To" Register. It takes no note of intermediate communications but only of disposals, that is, letters or orders which close a correspondence, and these orders need not necessarily be communicated to any one; papers which are recorded in the office are, for instance, entered in the list. The disposal list is a register of disposed of files entered in such a way that their recording, indexing, arrangement in the record room and destruction could be effectually regulated thereby. It controls the work of the record staff, while the Current Register controls that of the disposing staff.

4. The Current Register is maintained in divisions so as to separately register ordinary correspondence, petitions periodical returns, etc., but this arrangement is only one of convenience and is not an integral portion of the system.

5. Similarly, the disposal list is written in two series representing important and ordinary papers. The former have to be permanently preserved and the latter for specified periods prescribed in the schedules framed for the purpose.

6. It has been stated above that the initial number given to a paper is continued, while it remains current, but that on disposal it is given a fresh serial number in the disposal list. The object of this is that there should be no break or discontinuity in the numbering of the files sent to the record room, and that they might be arranged in the order of their numbers. This makes abstraction impossible.

Chronological filing system and its defects.

7. There are two systems of record arrangement in vogue at present. Under the one papers received and those issued are arranged chronologically in separate series. This is a simple arrangement and one which utilises the "From" and "To" numbering and registers. But it is antiquated and inconvenient for reference and has been given up in all modern business.

Subject bundle system and its defects.

8. The other arrangement consists in grouping together papers relating to the same subject. This has certain advantages namely that it facilitates referencing where it is carefully worked, but unfortunately it gives no guarantee that it is so worked. The "From" and "To" registers are of no use for the final record arrangement. The unit of registry is an individual paper, while the unit of record arrangement is a subject bundle and the two do not dovetail into one another. The merit of the system prescribed by these rules is that the unit of registry as well as of record arrangement is a file and the disposal list is an exact inventory of the records. And the fact that this inventory is prepared simultaneously with the issue of the order or communication closing a file ensures that every paper received in the office is transmitted to the record room as soon as it has ceased to be current. That which is not wanted is always in the way and one fruitful source of confusion and delay at present is the habit of clerks keeping with them disposed of papers along with those which have to be worked up.

9. But perhaps the greatest drawback of the subject arrangement is that it is puzzling and that the precise category under which a paper falls is often times difficult to determine. As the result of doubt in this regard, files received in the record room are indefinitely left over without being arranged on the shelves. The Disposal Number System dispenses with all record sorting and adopts a simple numerical arrangement. For proper referencing it is no doubt necessary that this should be supplemented by a subject index but such an index is comparatively easy to prepare when once the records are in order. Indexing possesses this advantage over sorting, that it admits of classification under any number of subjects. And just as the disposal list places a ready means of controlling delay in handing over disposed of papers into the record room, it also furnishes a check over delay in the indexing of papers.

10. One other disadvantage of the subject bundle system is that a file has no finality and can be added to as a fresh correspondence crops up. The earlier disposals are merged in and obscured by the later disposals and the accountability of the record establishment for disposed of papers is thereby weakened and referencing rendered difficult. If the later disposals strictly arose from or were vitally connected with the earlier papers, the harm would not be so great but frequently papers remotely connected with a subject are put up with and are absorbed in a later file. This leads to difficulty in tracing the papers and if recovered, they would be found mixed up with many unrelated papers.

Under the Disposal Number System, such inconvenience cannot arise. A file which is once closed with a disposal number is never re-opened and further correspondence, if any, must go into another file to which the former is chained.

Business Statistics.

11. The difference between issues which dispose and those which do not forms the main principle of the system and enables business statistics being prepared on a rational and comprehensive basis. At present the business statistics reveal very little that is worth knowing. There is no definition of disposal and the smallest reference sent out on a paper is held to conclude it. According to these rules no paper is to be treated as having been disposed of till an office has completed the work for which it is responsible and the list of papers not so disposed of can be accurately made out from the Current Register.

12. The disposal list on the other hand furnishes an equally accurate record of arrears in sending disposed of papers to the record room and in indexing them, operations which are at present susceptible of little control.

The periodical system.

13. Periodicals which differ from ordinary correspondence in having a fixed date are displayed with current numbers beforehand in a special register instead of being booked as they arise like ordinary correspondence.

II.—DEFINITIONS.

Current.

14. A "Current" is a paper which whether it arises in the office or is received therein from outside, initiates a correspondence.

File.

15. A "File" is a bundle of papers forming a connected correspondence. It begins with a current and ends with a disposal. Office notes, etc., are also included in a file.

Disposal.

16. A "Disposal" means a communication or order by which a correspondence is closed and the responsibility of an office (as regards such correspondence) discharged. The term 'disposal' is used also to indicate a disposed of file.

Reference.

17. A "Reference" is an intermediate communication calling for information, asking for orders and so forth.

"Recorded."

18. This is one of the forms of disposal. It means "keep in the office and do not communicate." Recorded papers should be carried forward to the appropriate disposal list (R or D) and there numbered and they should also be indexed, if necessary, like any other disposal.

"Lodged."

19. "Lodged" is one of the forms of disposal and means "keep in the office and do not communicate." It differs from "recorded" in that it is used of papers of ephemeral importance which may be destroyed after two years. Lodged papers need not be indexed.

"Filed."

20. This is similar to "Lodged." But the papers go into circular files and do not pass into the record room.

III.—REGISTRATION.

Registers required

21. The most important of the several registers required to be maintained in an office are the Current Registers and the Periodical Registers. They take up

all papers which are in a pending stage whether they have been received in the office or have arisen in the office and operate as useful checks on the work of the office generally to the stage at which papers are handed over to the Record-keeper.

In addition to these registers the following special registers must be maintained where necessary :—

(1) Register of papers received from higher offices.
(2) Petition register.
(3) Register of papers received in camp or tour register.

Whether all or any of these registers are to be maintained in particular offices will depend upon the volume and nature of their work. In the case of very small offices with little correspondence one Current Register and one Periodical Register will suffice and even the latter may in some cases be dispensed with. The Petition Register is unnecessary in an office in which the number of petitions received does not exceed 50 on an average, *vide G. O. No. 8721-70—E. A. 33-14-1*, dated 11th February 1915. The Tour Register is of course intended only for offices the Heads of which are required to tour.

22. The Current Register will be in Form I (Appendix).

23. Each independent branch of an office may keep its own Current Register (running for the official year) or one register may be maintained for the whole office, according to convenience and practice.

In the case of papers arising in the office, columns 2, 3 and 4 should be left blank.

Differences of language should not be recognised in registering, which must always be in English, whatever the language of the correspondence may be.

The general principle of registering is that there is only one current entry and one current number for each file ; but if for any reason this principle is departed from, the different current entries must be cross-referenced back and forwards to the earliest entry.

From this principle it follows that the reply to a reference should not be entered as a new item but should appear under colum 8 (*b*). To this, however, an exception is admitted. Where it is desired to have a daily record of all communications received in an office a reply to a reference may be given a new current number, but it should be immediately

"transferred" to its appropriate current, a note to that effect being made on the currents and also in the Current Register. For example, if No. 1200 is a reply to a reference on current No. 1000, a note "transferred to C 1000" should be made against C 1200 in the disposal columns which should be closed at once; against C 1000 in the reply column, the entry 1200 with date will be made.

It should be borne in mind that the earliest current entry is the primary one, and that against it, the course of correspondence should be exhaustively displayed.

A reminder received on a current should not be shown as a new item but should be entered under column 2 in red ink.

Reminders sent to other offices should be entered in red ink under column 8 (*a*).

Ample space should be left under each entry for making subsequent entries.

Papers registered in one of the special current registers (*e. g.*, Periodical, Petition or Current Registers for higher offices) need not be registered in the General Current Register. The object is that the several registers should not overlap one another. Papers registered in the Tour Register should, however, be transferred to the Current Register as early as practicable.

The entries should be very brief, and particular care should be taken to underline the catchword in column 5.

Three months after the close of each official year, that is to say, on the 1st October all papers of the previous year remaining undisposed of should be carried forward under their old numbers to the new year's Current Register, a few pages being left blank for the purpose. When an entry in the Current Registers is thus carried forward, the fact should be noted against the entry under column 8 of the original register thus:— *Vide* No..... in the register of... .....

Periodical Register.

24. Periodicals are not registered in the Current Registers but in the special register kept for that purpose which will be maintained in Form II (Appendix).

Mode of writing up the Periodical Register.

25. The Periodical Register is written in the same way as the ordinary Current Register, but columns 2, 3, 4 and 5 are entered beforehand once a quarter. Like the Current Register, this is a combined register of periodicals coming into the office as well as of periodicals sent out

A list of periodicals for the submission, scrutiny or review of which an office is responsible should be kept in every office and changes, if any, should from time to time be posted in it. This is a permanent list and should be kept in Form III (Appendix).

Each periodical is numbered in the stock list and to each issue of a periodical a subsidiary number is given. Thus if the return of fresh men entertained in service bears the number 50 and is a quarterly, the return for the first quarter will be periodical No. 50·1, for the second quarter 50·2, for the third quarter 50·3 and for the fourth quarter 50·4. Similarly in the case of a monthly return bearing No. 60, the return for the first month will be 60·1 for the second 60·2 and so on.

From this list the Periodical Register is prepared by entering in it at the commencement of each quarter the several returns and reports in the order of their falling due. A monthly return should be booked twelve times in the register and a quarterly four times and so on. If a return is obtained from ten offices say, for review or for sending up a consolidated return to a higher office, it should be booked only once in the register, the names of the ten offices furnishing information being noted in column 7.

Register for correspondence with higher offices.

26. The headings of the several columns of this register are exactly the same as those of the general Current Register.

Petition Register.

27. All petitions addressed to the office whether sent by post or presented in person should be entered in this register which will be maintained in Form IV (Appendix).

(1) Number in the register.
(2) From whom received.
(3) Taluk.
(4) Village.
(5) Value of Court-fee stamps attached and enclosures.
(6) Date of receipt.
(7) Purport of the current with catchword underlined.
(8) Reference sent out, date and to whom, with brief abstract. Copy of the reference, if sent in original.
(9) Outside number and date of reply.
(10) Number and date of disposal if disposed of by number. Copy of the order of disposal in other cases.

NOTE.—Endorsed petitions received from higher authorities for disposal should be entered as ordinary papers in the Current Register and should not be brought into the Petition Register.

The form of Petition Register prescribed by G. O. No. 8721-70—E. & A. 33-14-1, dated 11th February 1915, and the instructions given therein for writing it up will be regarded as superseded in offices in which the disposal number system is introduced.

Tour Register.

28. Papers received in Camp by touring officers should be entered in this register and sent as early as practicable for being entered in the ordinary "Receive" Register of the office. The tour register is exactly similar in form to the Current Register.

Numbering Currents.

29. Every new current should be numbered consecutively and the number should be entered in red ink at the top of the first page of the paper. The name of the branch or of the special register should invariably be affixed as also the year thus:—Current No. 50 (Magisterial) 1915-16. In the case of petitions and periodicals, the word "periodical" or "petition" as the case may be should be substituted for "current." Papers entered in the Tour Register should be numbered in the same manner as those in the Current Register except that the word "tour" is substituted for the word "current."

Papers that need not be registered.

30. The general rule is that every paper received in an office should be registered in the appropriate "Receive" register. But where special and technical registers are maintained in respect of any classes of papers, *e.g.*, loan applications, darkhasts etc., they need not be entered in the Current Register. Papers of obviously transitory importance such as post cards of rain gauge readings, plague and cholera reports of other districts, if numerous or frequent, need not be entered in the registers. A list of papers which need not be registered should be prepared and maintained in each office under the sanction of the head of the department.

IV.—REFERENCING AND DRAFTING.

Transfer of papers to disposing clerk.

31. Every current as soon as it is registered should be handed over to the clerk who deals with the subject to which it relates, the name or designation of the clerk and the date on which it is so handed over being entered under column 6 of the Current Register. The initials of the clerk to whom the paper is given should be taken in the Current Register against the entry of the paper. Where this is

not found practicable, a small book may be kept, in which the numbers alone of the currents should be noted and the initials of the clerk to whom the papers have been handed over obtained. These precautions, however, are generally unnecessary in the case of small offices.

Duties of disposing clerk.

32. The duties of the disposing clerk are :—

(1) To register the papers in his personal register if one is kept under the rules below.

(2) To cause previous papers to be put up.

(3) To carry the current through all subsequent stages till he is relieved by disposal.

The maximum time allowed for referencing will be ordinarily seven days. In important or emergent cases the time must of course be less. If it proves impossible to draft on a paper within the maximum period, it must be put up for perusal with a remark to that effect.

Personal register of disposing clerk

33. In offices in which there are more than five clerks, disposing clerks may be required by the head of the office to maintain a personal register in Form V (Appendix).

The register will be maintained as follows :—

When a paper is given to a disposing clerk, he will enter in the column 1 the number which the paper bears in the Current Register and the date on which he received it ; and should the papers be disposed of without an intermediate reference, he will enter the disposal in column 4. Should an intermediate reference be sent out, he will enter in column 2 the date on which it is issued and the name of the officer to whom it is sent ; when the reply is received, the number given to the reply by the outside office and the date of its receipt will be entered in column 3 ; if there are further intermediate references and replies, further entries will be made in the same way in columns 2 and 3 until the file is closed by the entry of the disposal number in column 4. The abstract of the original current may be entered briefly in column 1, but this is not essential. When a current is sent to be referenced, the fact should be noted in the column of "Remarks."

NOTE.—If the disposing clerk has to keep any special registers for the maintenance of which he is solely responsible, the papers entered in them need not be entered again in his Personal Register. The special registers will be sufficient check for all purposes.

Putting up previous papers.

34. When previous papers are required for reference, the disposing clerk should look up the indexes and disposal lists and requisition for the records needed on the prescribed slips. The Record-keeper is responsible for furnishing the records asked for without undue delay, but the disposal clerk should see the paper through this stage.

Modes of disposal.

35. When a paper cannot be disposed of without calling for further information, the communication for the purpose should issue as a reference. *Vide* Rule 17.

36. When it cannot be disposed of pending the disposal of another current or pending the receipt of a promised further communication, it should be put by with a remark to the effect "to lie over pending, etc." The remark should be copied in pencil in the disposal columns of the Current Register, and cancelled as soon it becomes possible to dispose of the case.

37. When all the information required for the disposal of a paper is ready and the final communication may issue, it would be a disposal and the series R or D into which it should go depends on whether it should be retained permanently or for a period. A disposal is such a final order as closes the file and renders it ready to receive a disposal number and to be indexed and put in the record. *Vide* Rule 6.

38. Disposal may be effected, however, without issuing any communication.

When for instance a paper requires no action but has to be retained, it should be put by with the order "recorded" or "lodged." In the former case it would be registered in the R series if it is to be permanently retained, and in the D series if its preservation is limited to a period and it would be numbered like any other disposal and indexed, if necessary. Where under similar circumstances a paper of a routine character has to be retained for a short period, it should be "lodged."

Whether a paper should go out as a reference or as a disposal and in the latter case the series in which it should be entered must be determined by the drafting clerk in consultation with the head of the branch.

39. Communications addressed to subordinate officers which do not call for a report or a reply of some kind and those addressed to superior authorities which do not call for orders or instructions on any point or to which no reply is

awaited from the superior office should be treated as finally disposed of.

Papers endorsed out in original.

40. Many disposals can go through the office endorsed in original on the current. For these office copies need not be kept nor need any entry be made in the disposal list, nor need a disposal number be given. But a copy or abstract of the disposal should be given in the last column of the Current Register.

It is to be observed that this rule is applicable only when all the papers without exception are sent out along with the disposal. If any papers are left behind, *e.g.*, office papers, the file must be treated as an ordinary disposal, for otherwise there will be no place in which under these rules the papers left behind can lie.

41. References can go through the office endorsed in original. A copy or an intelligent abstract of the endorsement should, in such cases, be entered in column 8 (*a*) of the Current Register.

Miscellaneous points to be attended to in drafting.

42. In quoting the letter under reply, the number as well as any symbols that may have been appended to it should be quoted.

Paragraphs in drafts must always be numbered.

Months quoted in drafts must always be by name and not by number.

In heading letters, the name and designation of the writer and of the addressee should be given.

Care should be taken to enter at the foot of every draft :—

(1) The address entries, *i.e.*, the designation of each officer to whom the communication is to be sent, with the enclosures to accompany it to each address.

(2) The despatch docket, *i.e.*, the abstract of the paper to be written on the outside docket.

Files of papers submitted with drafts.

43. When a draft prepared by a clerk is sent up for the approval of the superior officer, the draft with the current or currents should be placed at the top, and the papers put up for reference should be arranged below in chronological order.

44. Previous papers put up should not be filed together, nor placed either one inside the other or inside the current. They should simply be tied together by means of a tape, the oldest paper being at the bottom.

Procedure before drafts are given Disposal Numbers.

45. When a draft has been passed by the superior officer and returned to the office, the disposing clerk should—

(1) detach all enclosures which are to go in original,

(2) detach and destroy in the presence of the head of the branch all reminders and chits not intended for record,

(3) page the file in red ink and

(4) enclose the file if it is of the R or D series (*vide* Rule 37), in a despatch docket sheet and cause it to be stiched with a stout thread on the top of the left hand corner.

The despatch docket sheet of which a specimen is given in the appendix *vide* Form VI, is a cover of catridge paper with printed headings for entering the disposal number and date, the officer or officers to whom sent, the date of despatch, the abstract of the disposal, the back and forward numbers and number of pages in the file, the series R and D and the year of destruction. All the entries should be carefully made.

46. After this the disposing clerk should pass on the files with drafts to the disposal list clerk. He should at the same time return the put-up files to the record room and obtain back and cancel the requisition slips therefor. The Record-keeper should immediately place the returned files in their respective places and note the date of return in the Issue Register.

47. One of the most important duties of a disposing clerk is to note the chains of reference. He should enter on the docket sheet under the heading "back papers" the date and the number of the previous disposal numbers put up for the current or currents disposed of where such papers are not mere precedents but are absolutely necessary for a proper understanding of the previous history of the case. Similarly, he should enter under the heading "further papers" on the docket sheets of the disposal numbers put up the date and number of the present disposal. For example, if a disposal No. 200, dated 15th April 1915, has a disposal No. 100, dated 1st March 1915, put up for it, the disposing clerk should when enclosing the latter disposal in the docket sheet note on it as follows :—

Back papers No. 100, dated 1st March 1915.

and on the docket sheet of the earlier disposal (No. 100, dated 1st March 1915) as follows .—

Further papers No. 200, dated 15th April 1915.

It is essential that the chaining should be very carefully done, as otherwise there would be difficulty in getting together related papers.

V.—ENTERING DISPOSAL LIST AND DISPOSAL NUMBERS.

48. The disposal list should be written up concurrently with the fair copying of the drafts. There should be separate disposal lists for each branch in two series R and D. The first or R series comprises disposals of importance which are to be preserved permanently. The D series consist of disposals which may be destroyed after a time, generally ten years. The disposal lists should have the following columns *vide* Form VII (Appendix).

R Series (Important).

1. Serial number.
2. Date of disposal, if on a current or currents received; if not, date of issue.
3. Current or currents disposed of.
4. Officer to whom the disposal is addressed.
5. Number, year and branch of the previous disposals on the same subject.
6. Number, year and branch of the further papers on the subject.
7. Copy of record abstract.
8. Date of despatch.
9. Date of receipt of the disposal file by the Record-keeper with initials.
10. Date on which the file was indexed with initials of Indexer.

D Series (Ordinary).

Same as above, with the following additional column 11 "If not to be destroyed ten years hence, year of destruction."

49. The determination of the disposal series under which a paper should appear is a very responsible piece of work and one which requires to be done with extreme care. It should never be delegated to any official who is not of sufficient standing. As the series are noted on

the drafts when they come for approval, the superior officer would have an opportunity of correcting any mistakes that may be made in this respect.

50. Disposals should be numbered like currents and the name of the branch, if any, should be exhibited. The skeleton formula with the series to which a disposal belongs should be invariably furnished by the drafting clerk thus :—R. Dis. No.....Revenue, dated.....

Disposals sent out in original should be numbered thus :—

"N. Dis. on current Number (Revenue) dated....." The date is the date of the disposal and not of the current.

The disposal list clerk merely fills in the number and date. The abstract of column 7 of the disposal list should be brief, but at the same time give such information as is compatible with brevity. It should clearly indicate how the paper was disposed of and the important word or phrase should be underlined.

The entries of chaining are taken from the despatch docket sheets and care should be taken not only to chain the disposal in hand backward, but to chain previous disposals forwards.

The disposal list should invariably be posted before fair-copying or at any rate before despatch. After despatch the disposal list clerk should fill in column 8 of the disposal list and before sending the papers to the Record-keeper, should circulate the files to the clerks concerned for making entries in the current, periodical and personal registers.

The Record-keeper's initials should be obtained in the disposal list against each entry and the Record-keeper should see that the disposal files are in order and properly paged and stitched. Incomplete and undisposed of files should under no circumstances be sent to or received in the Records and the Record-keeper should decline to take any file, the closing order of which is not attested by a superior officer. Similarly disposed-of files should never be unnecessarily detained by the disposing clerks.

51. Disposals which have not been communicated, *e. g.*, recorded and lodged files should also be transferred to the record room from day to day like communicated disposals.

Lodged papers sent to Record should be accompanied by a brief descriptive list prepared in duplicate, one copy with

the Record-keeper's acknowledgment being retained in the disposing branch and the other in the Record room.

52. In the case of copy applications, rain reports and other papers of an unimportant and recurring nature, it is not necessary to give details in the list. It will be sufficient if their nature and number are given thus:—

"50 Rainfall reports of 1916"
or "200 copy applications of 1916"

53. References should bear the number of the current thus:—

Reference on current No. 100 Magisterial of 1915-16, dated the 15th April 1916, or shortly, reference 100-15-1, dated 15th April 1916. The date given to a reference is the date on which it is sent. It is not the date of the current.

References are registered only in the current register. But if they are numerous or if a separate account of them is desired as a ready help for issuing timely reminders, the maintenance of a separate Reference Register (in form VIII—Appendix) is suggested. References issued should be simultaneously noted in this register and in the Current Register and the receipt of replies should also be similarly entered.

VI.—INDEXING.

54. The maintenance of an index is an essential part of the disposal number system and no effort should be spared to ensure due performance of this important duty. In the absence of an index the laborious process of searching the disposal registers may have to be gone through if a person who remembers a particular correspondence on a subject cannot quote the number and date of such correspondence.

All disposals of the R series, and such of the D series as are important should be indexed. Drafting officers should indicate by some convention the 'D' papers which must be indexed. Thus [D] might serve to show that the paper will be indexed, while a plain D would mean that it will not be indexed. The head of the office should occasionally scrutinise the work and see that it is carefully performed. He should periodically examine the disposal lists in the R and D series and satisfy himself by reference to the entries in column 10 of these lists, that there has been no undue delay in indexing

disposal files. He should also see that no important papers are left unindexed by inadvertence or in order to avoid trouble.

Instructions for indexing.

55. Indexing should be done on loose forms which should be bound up at the end of the year. The system of indexing to be followed is the alphabetical. The abstract of the purport in the index, the docket on the despatch sheet and the abstract in the disposal list should be identical. The catch word in the docket should be the index word or one of such words. The index words should be such as to facilitate the tracing of precedents and for this purpose the words selected should be of a general nature but not too general. That is, they should be sufficiently restricted, if possible, to prevent so large a number of entries coming under one heading as to impair the usefulness of the index for ready reference. Special attention should be paid to cross-referencing and care should be taken to index a file under all the words under which it might possibly be looked up and especially under the names of the persons and of places, if any, concerned.

VII.—CHECKING ARREARS.

56. The secret of checking arrears consists in carefully closing the current and periodical registers. If a current register shows no entry in either of the two last columns it means that it is pending in the office. If it shows an entry in column 8 (*a*) and no entry corresponding to it in 8 (*b*), it is against some other office. If it shows an entry in the last column, it is out of the hands of the office as an arrear and is part of the record. The last columns of the Periodical Registers are also similarly arranged.

57. The following are the entries for closing the Current and Periodical Registers and no others are permitted:—

(*a*) in lodged papers, the word "Lodged" with date,

(*b*) in recorded papers, the word "Recorded" with number in R or D list and date.

(*c*) in filed papers, the word "Filed" and date,

(*d*) (where the disposal has been sent in original) the words "N. Dis." with date and initials of the head of the office,

(*e*) when carried forward to the next year's register an entry to that effect,

(*f*) when transferred to another current entry, a remark to that effect.

(*g*) in all other cases the number, year and branch of the disposal.

Check by chief ministerial officer.

58. The ministerial head of the branch or office should examine the current and personal registers of his office or branch once a week at least to see that reminders are being promptly issued and that there is no undue delay in disposal, and should for the same purpose examine the bundles of papers pending with each clerk. At each examination he should initial the register. He should keep with him a daily calendar of periodicals posted for the whole year and score off the entries as each periodical is attended to.

He should also examine the disposal list to see if the disposals up to the 3rd day previous at any rate have been sent to the Record-room and the Record-keeper's initials obtained and that there is no undue delay in indexing disposed-of files.

heck by Head of Office.

59. Once a month the current registers and disposal lists should be placed before the head of the office or officer in subordinate charge together with a suitable abstract somewhat in the following form :—

Abstract of arrears in the office of for 19 .

	Less than a week	Less than a month but more than a week	More than a month	Names of clerks with heaviest arrears and number of papers pending with each under all heads
I. Pending in the office ...				
Current Register for higher offices ...				
Ordinary Current Register				
Petition Register ...				
Periodical Register ...				
Special Registers (if any)				

	For more than a month	For more than three months	Names of officers responsible for references more than three months old with number of references pending with each
II. Pending receipt of information from other offices			
Current Register for higher offices ...			
Ordinary Current Register			
Petition Register ...			
Periodical Register ...			
Special Registers (if any)			

III. Number of disposals remaining to be sent to the Record-room.

IV. Number of disposals remaining to be indexed.

V. Number of times the office registers have been examined by the Chief Ministerial Officer.

To the above statement should be appended, if necessary, a list of papers pending for more than a month in the office and of references pending with other offices for more than three months. The former should have columns for showing the date and substance of each communication, the current number and the reason for pendency. The latter should show besides, name of officer addressed and the dates of reminders sent to him. These lists need not be renewed each time. Once prepared they may be corrected from time to time and kept in use till they become too full of corrections to be easily perused.

Note.—The statement of outstanding references would be unnecessary if a register of references is kept as laid down in Rule 53.

Subordinate officers should send the monthly abstracts with the appendicies to the officers to whom they are subordinate before the 15th of the month following that to which they relate. The officer to whom the papers are thus submitted should return them quickly after perusal with his remarks, if any (*vide* Rule 16 of the General Rules of Office Procedure).

VIII.—CIRCULAR FILES.

60. It has been stated above that filing is one of the forms of disposal. By this is meant that a paper is put into a circular file. Each disposing clerk should be required to maintain a file pertaining to his branch of work of rulings issued by Government and other superior authorities as well as by the head of the office. Matters embodied in Departmental Codes and Manuals should be excluded from the circular file. The files should be examined from time to time by heads of offices to see that they are up-to-date and properly indexed for ready reference.

IX.—PAPERS NOT COMING UNDER THE DISPOSAL NUMBER SYSTEM.

61. The disposal list in its two series R and D and the lodged papers take up all correspondence inward and outward. The only papers, whose disposal is not provided for above are Registers, Gazettes and other periodical publications and books.

Registers.

62. A label should be affixed to the outside cover of each register showing the number, name, authority prescribing, volume and period of retention.

Registers must be written in volumes continuously numbered. The practice of opening fresh registers every year when the previous volume contains a large number of blank pages should be discouraged.

Stock List and Ledger of Registers.

63. In every office a stock list of registers should be maintained in a bound book in Form IX (Appendix).

All changes made as regards the form or maintenance of the registers should be immediately noted against the entry concerned quoting the authority in column 4.

For the stock list a few pages of the bound book should suffice. The rest of the book should be used as a ledger for each register, information being noted under the following headings :—

1. No. of vol.
2. No. of pages.
3. Date of opening.
4. Date of closing.
5. Due date of destruction.
6. Date of transmission to record room.
7. Shelf in which lodged.
8. Initials of Record-keeper.
9. Destruction remarks with initials.

The number and name of the register should be written in bold characters at the top of each page allotted to a register.

Gazettes.

64. Where separate rules exist as in the Revenue Department as to the mode of keeping Gazettes, they should be followed. In all other cases the following arrangement should be adopted.

As each Gazette is received, portions of special interest to the office should be detached and eventually bound for preservation. The rest of the Gazette should be put in an annual bundle and destroyed at the end of two years.

Newspapers.

65. Newspapers should be dealt with like Gazettes, that is to say, cuttings must be made of useful matter and the rest of the papers should be filed chronologically and disposed of as waste paper at the end of two years.

Other Periodical Publications.

66. Such publications as can go into the Library should be put therein, the library catalogue being entered up as additions are made.

Administration reports of the departments with which an office has any degree of concern and magazines required for reference should be periodically bound up, the volumes being numbered. The annual reports of all other departments should after perusal be filed and sold as waste paper at the end of two years.

Volumes of the Monthly Proceedings of Government should be unbound and portions of interest detached, two years after the period to which the proceedings relate. The detached portions should be conveniently bound and the rest destroyed.

67. Periodical reports and returns like other receipts will receive disposal numbers, but if this is found inconvenient in any case owing to the large numbers of returns, they may be filed in annual bundles arranged according to their number and sub-number in the stock list.

X. RECORD ROOM ARRANGEMENTS.

Record Requisition Slip.
1. Serial number of the Issue Register.
2. The date, number and description of the paper put up.
3. The officer for whom put up.
4. The date on which it is given.
5. The necessity for the reference.
6. Signature of clerk taking it.
7. Initials of the Record-keeper.

68. When papers are taken out of the Record-room for reference, an entry to that effect should be made in the Record Issue Register to be maintained by the Record-keeper and a slip containing the marginally noted particulars of the record should be substituted for every paper so removed. The person taking papers out of the Record-room should be held responsible for returning them as soon as possible. On the return of the papers the slip is to be returned and cancelled.

The Issue Register should be in Form X (Appendix)

The register should be periodically examined by the Record-keeper and all outstanding records should be called in by means of a circular note *vide* Form XI. The note should before being filed be submitted to the head of the office.

General mode of record arrangement.

69. A separate shelf or space must be set apart for each department of business.

On the front of the shelf the name of the department to which the papers therein lodged appertain should be printed or written legibly and in bold characters on a thick label to be attached to the shelf.

The front and sides of the shelf in which papers of permanent value are lodged should be fitted with wire work so as to admit of the free circulation of air.

Arrangement of papers dealt with under the Disposal Number System.

70. All numbered disposals whether indexed or not should be arranged in chronological order and put into the record racks or shelves. They should be tied up unfolded in bundles not inconveniently bulky between dealwood boards on the upper one of which should be pasted a printed slip (of which a specimen is given in the Appendix *vide* Form XII) showing the first and last number in the bundle.

The R and D series should be kept separate but the disposals of different years in the same series must be together.

Registers should be arranged according to their number in the stock list, different volumes of the same register being together.

Lodged papers should be arranged by their current numbers, if any.

The arrangement of Gazettes, periodicals, etc., has already been explained.

For the arrangement and disposal of library books, *vide* rules issued with G. O. No. G. 5203-51—E. A. 4-14, dated 23rd November 1914. It is not possible to prescribe any rules for the periodical destruction of books. The library should be examined by a responsible officer once in five years and all obsolete and unnecessary books removed, the Library catalogue being suitably amended at the same time.

Rules for the destruction of records under the Disposal Number System.

71. Drafting clerks and the ministerial heads of offices and branches should mark on the docket of each disposal file before it is sent to the Record-room whether the file should be permanently retained or destroyed after a term of years noting in the latter case the year of destruction. The entries should be checked, and, if necessary, altered by the officer signing the communication.

After disposal, papers should be entered in the disposal list in the R and D series according as they are to be permanently preserved or retained for a period, which usually is ten years.

72. Destruction of papers should take place once a year at an appointed time and the papers proposed for destruction should be carefully scrutinised by the head of the office. The papers to be destroyed will be :—

(1) Disposals of the D series of the 11th year preceding, with the exception of those marked for retention for a longer period.

(2) Lodged papers, Gazettes omitting portions taken for binding and administration reports not required for further reference of the 3rd year previous.

(3) Volumes of registers ripe for destruction—to be found out by consulting the ledger of registers.

(4) Old records that have become time-barred according to the rules regulating their preservation.

(5) Time-expired periodical reports and returns.

At the time of destruction the fact that a paper has been destroyed and the year in which it was destroyed should be noted in the disposal lists and in the ledger of registers under the initials of the chief ministerial officer. This might be done by a rubber stamp bearing the inscription "Destroyed 19 ."

If at the time fixed for destruction it is considered advisable for some special reason to retain certain files either permanently or for a longer period than ten years, such files should be picked out and carried forward as indicated below either to the R list or to the appropriate D list. Thus the "destroyed" papers listed in 1898 will be taken up for destruction in 1909 and the bulk of the papers will be destroyed in that year. But suppose the following papers are then left over, *viz* :—

(*a*) Papers of 1898 to be destroyed after twelve years, *i.e.*, in 1911.

(*b*) Papers of 1898—to be destroyed after fifteen years, *i.e.*, in 1914.

(*c*) Papers of 1898—to be destroyed after twenty years, *i.e.*, in 1919.

(*d*) Papers to be permanently retained, *i.e.*, those which have been wrongly entered in the list or which the officer in charge

considers it inadvisable to destroy.

Now the papers in (*a*) will be attached as a supplemental list to the D list of the year 1900 which will be ripe for destruction in 1911; the papers in (*b*) will be attached as supplemental list to the D list of 1903 which will ripen for destruction in 1914.

Similarly, the papers in (*c*) will form a supplemental list to the D list of 1908. Lastly, the papers in (*d*) will be attached as a supplemental list to the R series.

Mode of destruction.

73. All manuscript papers and all printed papers which have not been published should be burnt in the presence of the chief ministerial officer.

Gazettes, newspapers and other printed papers which have been published may be sold as waste paper.

74. The registers and forms required by these rules are the following. Against the former the periods of preservation are noted.

1.	Ordinary Current Register...	Permanent.
2.	(*a*) Periodical Register ...	10 years.
	(*b*) Stock list of periodicals	Permanent.
3.	Current Register of papers received from higher offices.	Permanent.
4.	Petition Register ...	Do
5.	Register of papers received in Camp or Tour Register...	2 years.
6.	Personal Register of disposing clerk	Do
7.	Despatch docket sheet.	
8.	Disposal list R and D series.	Permanent.
9.	Register of references ...	2 years.
10.	Index Register	Permanent.
11.	Monthly statement of arrears together with list of papers pending for over a month in the office and of references pending with other offices for more than three months ...	2 years.
12.	Stock list and ledger of registers ...	Permanent.
13.	Requistion slip,	
14.	Record Issue Register ...	2 years, provided there are no outstanding records.
15.	Printed slip to be pasted on the bundle of disposed records.	

FORM I.

CURRENT REGISTER OF PAPERS RECEIVED INTO OR ARISING IN THE OFFICE OF

(Rule 22)

(Each item must be separately ruled off. Where an item forms a "General Subject" ample space must be allowed for it.)

No. in this Register	If from outside, outside date and number, and from whom, Incoming reminders to be entered here in red ink		If from outside (a) Number of enclosures, (b) Number of spare copies	If from outside, date of receipt; otherwise date of entry in this register	Purport of the current with catchword underlined. If special instructions are received regarding reply, here enter in red ink	To whom given	Reference sent out		Number and date of disposal, if disposed of by number. Copy of the disposal in other cases
	From whom	Number and date					A. If a paper going out in original, copy of the reference. Date and brief abstract of reference in other cases. Outgoing reminders to be entered here in red ink	B. Outside number and date of reply	
1	2	3	4	5	6	7	8		9

FORM II.

Periodical Register for displaying and registering papers due at fixed intervals for the calendar year 191 .

(RULE 24.)

Columns 1-5 and 7 must be filled up for every quarter in advance. A monthly periodical must be entered here 12 times a year, a quarterly periodical 4 times a year, etc. Each periodical must be separately ruled off. Column 12 will be omitted if periodicals are filed according to their stock numbers and sub-numbers (*vide* rule 67).

Number of periodical	Name of the periodical	Due dates		Name of the clerk responsible	Number and date of reminders received from superior authority	Name of the Officer from whom the periodical is due	Date of reminders sent from this office	Date of receipt of periodical	Abstract of reference, if any, sent from this office, and date	No. and date of reply	Number and date of disposal, if disposed of by number. Copy of the disposal in other cases
		In-coming	Out-going								
1	2	3	4	5	6	7	8	9	10	11	12

FORM III.—Stock list of periodicals.

(RULE 25.)

Serial No.	Name of report and return	From whom due	To whom due	Reference to orders containing general instructions for the preparation of the return
1	2	3	4	5

FORM IV.

CURRENT REGISTER OF PETITIONS.

(RULE 27.)

(Each item must be separately ruled off.)

Number in this register	From whom	Taluk	Village	Value of Court-fee Stamps attached and enclosures	Date of receipt	Purport of the current with catch-word underlined	Reference sent out; date and to whom with a brief abstract. If a paper goes out in original, copy of the reference	Outside number and date of reply	Number and date of disposal if disposed of by number. Copy of the disposal in other cases
1	2	3	4	5	6	7	8	9	10

FORM V.—Personal Register of disposing clerk.

(RULE 33.)

Current number and date of receipt	Intermediate reference	Reply	Disposal	Remarks
1	2	3	4	5

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FORM VI.

(Rule 45).

191 .

Department of

OFFICE.....

STATION.....

No.

Dated

To whom sent		Date	Initial.
	Given for copying		
	Copied		
	Examined		
	Signed		
	Given for despatch		
	Despatched		
	Entered in Current Register		
	Entered in Periodical Register		
	Indexed		
Pages in the file	To be destroyed on		

(SUBJECT.)

* Not to be filled in in the case of permanent records.

R. C. R. 8

FORM VII.—REVENUE.

D. Disposal list of papers issued with numbers or recorded.

(RULE 48.)

(Each item must be separately ruled off.)

Papers to be destroyed.

Disposal number	Date of disposal	If on a current or currents from outside	Officer to whom disposal is addressed	Number, year and branch of the last previous disposal on the same subject	Number, year and branch of further papers on the same subject	Copy of record abstract with catchword underlined	Date of despatch	Date of receipt of the disposal file by record-keeper with initials	Date on which the file was indexed and initials of the indexer	If not to be destroyed ten years hence enter year of destruction
		State the register in which the current was entered and the number of the current in that register								
1	2	3	4	5	6	7	8	9	10	11

FORM VIII.

Register of "References."

(Rule 53.)

Number of current and reference number	Subject	To whom addressed	Number and date of reminder	Outside number and date of reply
1	2	3	4	5

FORM IX.

Stock List of Registers.

(Rule 63.)

Number	Name of Register	Heading of the columns of the Register	Authority prescribing and reference to discussions, if any, regarding the register	Period of preservation	Remarks
1	2	3	4	5	6

FORM X.

RECORD ISSUE REGISTER.
(Rule 68.)

Serial number of the requisition	Date of receipt of requisition	Date of issue from records	Number, date and description of the paper given	Purpose for which taken	Full signature of the clerk taking	Initials of the Record-keeper or his Assistant delivering	Date of return	Signature of the clerk returning	Initials of the Record-keeper or his Assistant receiving	Remarks
1	2	3	4	5	6	7	8	9	10	11

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FORM XI.

RECORD-KEEPER'S CIRCULAR.

(Rule 68.)

The following records obtained for reference have not yet been received back in the record-room. They may be kindly returned or the reason for further detention may be noted against each :—

Serial No.	Date, number and description of the record detained	When obtained and by whom	Date of return or reason for detention
1	2	3	4

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FORM XII.

(RULE 70.)

Office

Department.

Disposals of 191

Series

From Nos. to

R. C. R.

WD 2722—GRB—800—23-5-16

9*

Abstract of replies received from Hds of Depts & Dy Comrs of Dists: in re the advantages or otherwise of the Disposal Number System.

No.	Name of office.	Substance of reply.	Further action.
1	Comptr. P.W. & Ry Branch	The system recommends itself for adoption in all offices where the bulk of business consists of correspondence; but it is unsuited for an audit office where correspondence is only subsidiary and which has already a system which is working satisfactorily.	
2	Offg: Ch: Comdt: Mysore State Troops.	The system is elaborate and requires intelligent clerks to work it out. If may be tried in the Ch: Comdt's office but in the subordinate Regimental offices, it cannot work satisfactorily.	
3	Dy Comr: Shimoga.	The system was personally examined by the Dy Comr: during his visit to Hassan & Mangalore in the last and was found to be advantageous. It may be adopted in the several offices in the State; but the an off: of the status of an asst Comr: should be deputed to go round and explain the system to the offs: concerned, especially those in the M offices.	
4.	Supt Govt: Gardens.	The system is no doubt advantageous and may be followed; but in an undermanned office like the Supt's, the satisfactory working of the new system is not feasible.	
5.	President City Mun: Council Mysore	The rules appear suitable and may be adopted.	
6.	D.G. of Prisons in Mysore	The system is suitable to large offices where there are many branches but not desirable to be introduced into the Prisons offs: where the present system is working satisfactorily.	
7.	Mungpuli in Mysore	The system may with advantage be adopted as it acts as a check on dilatory work, but it will take some time before the staff is trained.	

8.	Govt: advocate in Mysore	The system has the advantages of method, orderliness & simplicity. It is well adapted for a big office as the Govt: and with slight variations to offices big or small. The Govt: advocate offers other suggestions regarding the system itself.
9	Meteorological Reporter to Govt:	The system is a distinct improvement and its advantages are obvious and convincing. May be adopted in all big offices and advantageously even in the Meteorological office where all the registers recommended may not be necessary.
		Nil 8/8
10	Director of mines & geology	Though there are some small advantages that can be expected from that system it is not on the whole quite as suitable as the present system of regn: disposal and record of correspondence. The prevailing system in the office is based on that in the Resident's office and is given in detail in the letter. The proposed system is not suitable for a small office though it may be claimed to be advantageous for a large office with many branches.
11	Supt: Govt: Press	Rules appear suitable for the purpose intended.
12	Excise Comr in Mysore	Rules may advantageously be adopted but the existing ministerial Estabt should be strengthened.
13	Supt: Govt: museum	Seems to be good and may be adopted in all offices having a large amount of correspondence. but the existing system in the museum where correspondence work is limited needs no change
14	J.g. of Regn: in Mysore	Refers to the opinion given above as Excise Comr: i.e. in favour of adopting the system. Nil 11/8

15	Scrutanyfom S.	The present "From" & "To" registers are found very convenient & work satisfactorily. The disposal number system would work well only if all the letters that came up were of such importance as to involve a fairly long chain of correspondence. For arrear lists & issue of timely reminders each clerk keeps a personal register where the "From" no of the paper referred to him, subject matter thereof & "To" numbers of the intermediate refles are entered till disposal is reached. Hence no difficulty. The difficulty in the final record arrangement is overcome if files are closed after disposal and not added to as fresh correspondence arises.
16	Senior Surgeon.	System proposed suits well for an office having a large no. of cases, involving questions of importance & prolonged correspondence; but in the technical Dept: like the Surgeon's where majority of papers deal with routine matters, the present system cannot be abandoned.
17	Chairman, Mysore Medical Board.	The system proposed remedies several defects and may with advantage be adopted in all offices having much correspondence work and equipped sufficiently with large establishments.
18	Dy Comr: Kadur	The system has manifold advantages and may be adopted in all offices. But its introduction involves employment of better paid and more intelligent staff.
19	President City Muni: Council Bangr:	The proposed system will be a decided improvement as it simplifies the keeping of records and facilitates the picking of refes and may therefore be brought into force in all offices incldg: muni:
20	Rev: Comr: in Mysore.	"Will be glad to give the system a trial"

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21	Dr of Agriculture	Says that the work of this office is mostly of a scientific nature and it is not advisable to introduce the system into his office.
22	Comr of Stamps.	Refers to his opinion given as Dy. of Regn: i.e. as Excise Comr: in favor of introducing the system.
23	Supt: Amantmahal Dept:	Says that the office Estabt is small, and the present system may be continued as it is working satisfactorily.
24	Compto:, Civil Branch.	The proposed system may be adopted in Sects, Dts & other offices whose work consists mostly in correspondence and not in his office where the major portion of the correspondence is not of a running character and matters relating to accts are disposed of by a simple note at the margin of an outward letter.
25	Dy Secy to Govt:	In spite of some insignificant advantages that could be expected of the proposed system, it is not on the whole as suitable as our present simple system of registration, disposal & record of correspondence.
26	Dy Comr, Mysore Dt:	The new system is more elaborate & complicated. The proposed system being an improvement on the present one seems suitable and may be adopted in the several offices of the State. Certain suggestions for making some of the rules more clear and full, have been offered.
27	Engr: in chief State Ry Constn: Dept	System is suitable to large offices such as the Rys divided into several branches manned by sufficient case workers and not suited to small offices with few clerks. Subject or file system now in force in the Ry is quite suitable to the Ry which has been worked on commercial lines.
28	Supt to Govt: Stationery	System very suitable; may be adopted, but an additional staff may be required for the satisfactory working of the system.
29.	Supt Ord: Survey	System possesses many advantages in that the regs are self contained & the filing of papers and picking up of papers is much facilitated. Men of qualification and status should be entrusted with the maintenance of the proposed regs:

30	Supts: Inam settlts:	The system proposed may be adopted as already opined as Mr: Supts: above.
31.	L.G. of Mdn: in Mysore	The system is no doubt advantageous especially in offices where correspondence is carried on at length, before a case is disposed and it should be adopted in spl: cases according to the merit of such cases as the system entails much time and labor. If it is to be adopted wholesale, a large no: of hands is needed.
32	Dy Comr Hassan Distt.	The system is a distinct improvement and may be adopted with advantage. Only two points deserve mention, viz, the system could be easily introduced into offices having all English correspondence, unlike those which have both Kan & Eng:; the staff employed should have higher qualifications and paid higher and the number of hands also increased.
33	Regr: Chief Court.	The system is no doubt a great improvement over the present haphazard way of registering correspondence. It will be used in the Ch: Court office & the Dt Court, Mysore. The great value of the system is that it renders unlikely that old & often important correspondence will be lost sight of. Manuscript regs may be opened at first in the forms suggested. & their use will show whether any alteration or simplification is necessary. This can best be done by experience.
34	Dy Comr Kolar Distt:	The system is superior to the one in vogue & its adoption will remove complaints of delay by facilitating tracing of papers & their speedy disposal. The Dt office establt should be reorganized with the addn: of hands and the mbrs: & the offices manned by offs: with good knowledge of Eng: The extra cost involved is more than compensated by a smoother working of the office & the saving in time in the disposal of Revs questions.
35	Offr: in c/o Archaeological Research	The system offers better scope for speedy disposal of papers and better arrangement & sorting of records. Period of preservation of records should be changed from 2 to 3 years in the many cases to the vol: of work.

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Sl. No.	Name of office	Substance of reply	Further action
36	Secy, Economic Conference.	Opinion is noted in the margin of the printed copy of rules. The system is superior in all respects to the existing one. Offrs: should be specially trained in it. eg. Dt Shrs, Sub Clerks, clerks in Dt & sub Dt: offices drawing Rs 50/- & above, record keepers & Mr Shrs: should be given time to study the rules and their knowledge tested at the end of the period. These rules may also be included in the record papers in the C.S. Rev: Q and both the lower & higher. Establishment should be increased but this is justified as an antiquated & cumbrous system will be replaced by one suited to present day requirements.	
37	Dy Comr: Chitaldrug	States that the rules were discussed at a meeting of Subordn offrs & amlds & was recognised by all to be an improvement over the present one, in that disposed of papers are promptly sent to the record room & arrear lists may be accurately prepared. That for the introduction of the system from 1st July 26, it may be put into practice side by side with the present one from now, so that new correspondence may be carried on under the new system & the existing correspondence closed by then as far as possible. Add: accommodation for records & reorganisation of the Dt: office staff are necessary.	
38	Comr of Forests in Mysore	States that the rules may with advantage be adopted in offices having a large staff, a sufficient no: of whom can conveniently be spared for maintaining the registers & arranging records accdg: to the system and that even in such large offices it could be introduced only after the staff is given some training in some of the offices in Madras.	
39	Secy, State Life Ins: Committee.	States that all correspondence of the office ~~falls~~ are in refce: (1) to proposals for insurance (2) Policies issued & brought on the books (3) Correspondence with pool: relating to assignments & endorsements to the Ins: rules and (4) Ins: such as surr: & by rights & copies rec'd and that the first & 2nd items are carried on in printed slips in duplicate which in respect of 3, the correspondence is filed with the pol: holders' papers. At the end of each quarter the work of the current quarter is completed. As such there is no [illegible] system	